



EM60

ACCOMMODATION

EM60

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Contents

POLICY..... 1

REASON FOR POLICY 1

RELATED POLICIES..... 1

PROCEDURES..... 2

 Responsibilities 2

 Accommodation of Pregnancy..... 3

POLICY

1. The Delta Police Department (Department) complies with its responsibilities under the British Columbia Human Rights Code (Code) to provide reasonable workplace accommodation to employees who are unable to perform their regular duties because of a disability or other protected ground under the Code short of undue hardship.

REASON FOR POLICY

2. To address the Department’s legal obligation under human rights legislation to provide reasonable accommodation to employees up to the point of undue hardship.
3. To identify the responsibilities of the parties to the accommodation process.
4. To provide a procedure for requesting and managing employee accommodations.

RELATED POLICIES

- EM60 – Employee & Family Assistance Program
- EM70 – Attendance Management & Support
- EM71 – Medical Examinations



PROCEDURES

Responsibilities

5. An employee seeking accommodation shall:
 - a) submit their request to the attention of the Inspector i/c Human Resources describing their circumstances and the terms of the accommodation being requested;
 - b) if requesting accommodation for medical reasons, include reports sufficient to assist in the process of identifying the basis for and appropriate accommodation;
 - c) keep Human Resources informed of any changes relevant to the need for accommodation and to respond to requests from Human Resources for further information in a timely manner;
 - d) participate in the process of identifying accommodation options, and accept a reasonable accommodation;
 - e) cooperate with treatment or rehabilitation that seeks to facilitate a return to previous terms of employment;
 - f) provide information as requested regarding the return to previous terms of employment; and
 - g) recertify any expired certifications before returning to regular or active duties, as determined by the Deputy Chief or delegate.
6. If the employee is a member of a union, the union is responsible for participating in, cooperating with, and facilitating the accommodation.
7. The Inspector i/c Human Resources, or delegate, is responsible for:
 - a) assessing the employee's capabilities and restrictions and conducting an analysis of the employee's position and the workplace;
 - b) canvassing and discussing alternative terms of employment options with the employee and their union representative, if applicable;
 - c) considering and offering an accommodation plan, which may include:



- i) adjustment of work hours,
 - ii) adjustment of work location,
 - iii) changes to work stations or equipment,
 - iv) provision of specific services or aids, or
 - v) reassignment of duties;
- d) monitoring the plan to determine its effectiveness in meeting the needs of the employee and its impact on the workplace and adjust or terminate the accommodations as deemed appropriate; and
- e) maintaining the privacy and confidentiality of employee information, and maintaining records related to accommodation requests and plans, disclosing such information only as necessary or as required by law.
8. Human Resources may request further information from the employee initially and on an ongoing basis, including detailed medical information, an independent medical examination, or functional capability assessment and without such information an accommodation may not be able to be approved or continued.
9. A member, who has not completed their probationary period before reassignment to modified duties, will have the probationary period extended to exclude the period of reassignment.

Accommodation of Pregnancy

10. Members who are pregnant are encouraged to report their condition to their supervisor at the earliest opportunity.
11. A member who is pregnant may request reassignment during their pregnancy, and such reassignment will meet the following criteria:
- a) plain clothes assignment with no visible police identifiers;
 - b) workplace environment with no uncontrolled access to the member by the public; and
 - c) duties which do not create an unreasonable risk of harm to the member or their unborn child.



12. An employee who is pregnant may be required to commence their maternity leave where the duties of their position may not reasonably be performed due to the pregnancy.
13. A member who is pregnant will not be required to participate in recertification in use of force techniques or firearms during reassignment or maternity leave.

*Revised Dates:
N/A