



EM60

ACCOMMODATION

EM60

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POLICY

1. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the request, facilitation and management of employee accommodations, in accordance with the BC Human Rights Code.

REASON FOR POLICY

2. To seek to ensure employees are provided with reasonable workplace accommodations in accordance with the BC Human Rights Code.

RELATED POLICIES

- EC21 – Fitness for Duty (Drug & Alcohol Use)
- EM20 – Recruitment & Selection
- EM70 – Absence & Health-Related Leave

PROCEDURES

Responsibilities

3. An employee seeking accommodation shall:



- a) submit their request to the Inspector i/c Human Resources or delegate (Inspector), describing the circumstances and terms of the accommodation being requested;
 - b) participate in the process of identifying accommodation options, including providing supporting documentation;
 - c) inform the Inspector of any changes relevant to the need for the accommodation and provide supporting information in a timely manner; and
 - d) cooperate with treatment recommendations from a qualified health practitioner.
4. The Inspector is responsible for:
- a) identifying reasonable accommodation options with consideration of the information provided by the employee, including but not limited to information provided by a qualified health practitioner;
 - b) offering reasonable accommodation options, which may include:
 - i) adjustment of work hours or location,
 - ii) changes to work stations or equipment,
 - iii) provision of specific services or aids, or
 - iv) reassignment of duties;
 - c) monitoring accommodations to determine their effectiveness in meeting the needs of the employee and their impact on the workplace, and adjusting or terminating accommodations as deemed appropriate;
 - d) obtaining sufficient documentation from a qualified health practitioner to support an employee's return to duties; and
 - e) ensuring employees complete any training or recertifications required for their duties prior to returning to those duties.
5. The Inspector may request information from the employee to support the need for accommodation on an ongoing basis.



6. Failure to provide sufficient documentation to support an accommodation request may result in the request being discontinued or denied.

Medical Assessment

7. The Inspector may require an employee to undergo a medical assessment conducted by a qualified health practitioner, as necessary, including but not limited to the following situations:
 - a) as part of the accommodation process;
 - b) if there are concerns in relation to health or safety;
 - c) an employee's return to duties following a leave of absence; and
 - d) if an employee provides documentation to support an accommodation and there is reason to question its adequacy, validity, or reliability (at the Department's expense).

Considerations

8. An employee who has not completed their probationary period before commencing an accommodation may have the probationary period extended to exclude the period of accommodation.
9. An employee who is unable to perform their duties, with or without an accommodation, may be placed on a leave of absence.

*Revised Dates:
16 January 2023