

Accommodation Plan Template

Purpose of an Accommodation Plan

Sometimes people have medical issues or a disability. This can make it hard for them to work in some places. Employers need to make sure their workplace is accessible for employees. They need a plan to do this. This is called an Accommodation Plan. This plan is required by Canadian human rights law.

Here is what an Accommodation Plan looks like.

- It is a written document.
- It says how employers will make their workplace is accessible.
- It lists employer responsibilities.
- It lists employee responsibilities.
- It can last for different amounts of time. It can be temporary. It can be long term. It can be permanent.
- It can be used to supervise employees.
- It can be used to review employees.

The employer and employee will work together to make the plan. They will cooperate. They will talk and share information. They will solve problems together. This will make a respectful and accessible workplace.

Rules for Making an Accommodation Plan

- Employers must not discriminate. Employers must not exclude disabled people. They must do all they can to make sure their workplace is accessible.
- Dignity, inclusion, and full participation are important to the Accommodation Plan.
- The Plan might need to change. Employees need to know about these changes before they happen.
- Employers will keep employee information private. They will only share information if they have to.

How the Accommodation Plan Works

- The Accommodation plan can be used a lot. It can be used during hiring. It can be used during interviews. It can be used during employee reviews. It can be used if a disability changes.
- Employees should tell their employers about the accommodations they need. But they do not have to tell them if they do not want to. They do not have to share medical information.
- The Plan will keep employee information private. It will only share information when it is has to.
- Employees will be treated with dignity and respect.
- Employees will get the training they need.
- Employees will cooperate in making the Plan.
- The Plan will not be perfect. The plan might not have everything the employee wants.
- Employers need to do the best they can. They will try their best to make sure employee needs are met.
- The Plan will be kept in the employee's private file.



Accommodation Plan Template

What is a Template? A template is a way to organize information. This template is for the Accommodation Plan. It shows what information is needed. It helps organize this information. It can be used by different employers.

Employee Contact Information

The name of the employee goes in this part. So does their contact information.

Name:	
Telephone:	
Email:	
Other Contact Details:	

Employee Support Person Contact Information (if needed)

Does the employee have a support person or facilitator? Their name goes in this part. So does their contact information.

Name:	
Telephone:	
Email:	
Other Contact Details:	



Employer or Manager Contact Information

The name of the employer or manager goes in this part. So does their contact information.

Name:	
Organization	
Telephone:	
Email:	
Other Contact Details:	

Limitations

Describe the employee's disability in this part. How does it affect their job? What can be done to accommodate them?

How is the employee disabled?	How does this disability affect the tasks they do for their job?	Are these tasks necessary? Can somebody else do them?

Expert Advice

An expert can be a doctor. It can be a support person. It can also be a facilitator. It is somebody from outside the workplace who helps make it accessible. Put their name in this part. Also describe how they helped. The employer must respect the employee’s privacy when getting expert advice.

Name of Expert	Notes

Accommodations Needed

What is an accommodation? An accommodation is something that needs to be done to make the workplace accessible. It can be equipment. It can be a physical change to the workplace. Or it can be training for the employee. You can list the things that need to be done in this section.

Is a follow-up needed? This will help to check to make sure the plan is working. Who will do the follow-up?

What is the job or task that needs to be done by the employee?	What needs to be done to accommodate the employee? To make the workplace accessible?	Is a follow-up needed? Who will do the follow-up?



Is the Accommodation Accepted or Denied?

Is the workplace accessible? Is the person with a disability able to do their job? Are they happy with the accommodations made for them? If they are happy they will accept the plan. They will put a check mark in the “Accepted” Box.

Fill in the date the plan starts. Also fill in the date the plan gets reviewed. The end date is when the plan ends. Fill this in if you need to.

What if the workplace is not accessible? What if the employee is not happy with the accommodations made for them? Then they will check the “Denied” box. List the reasons why they are not happy.

Remember that accommodations are a right for the employee. If there is no way the employer can make the accommodations they will need to prove why they couldn't.

<input type="checkbox"/> Accepted	Date Plan Starts: Follow-up Date: End Date:
<input type="checkbox"/> Denied	Reasons the workplace is still not accessible:

Emergency Safety Needs

List any safety issues that could happen for the employee. How will these issues be managed?

Any Extra Notes or Follow-up Recommendations

Put any extra notes or comments in this section.



Agreement

Signature of Employee or Candidate:	
Signature of Employee or Candidate's Support Person or Facilitator:	
Signature of Employer or Manager:	
Date:	