MEMORANDUM

Date: August 27, 2020

To: All Employees

From: Dan Haley, Executive Director Human Resources

**RE: Workplace Accommodation Process**

As we have moved into the Government mandated phase 2, questions have arisen as to the accommodation process for September. As you know, all employees are required to be physically at work starting September 8 – 10, 2020; students are required to physically attend at school unless they can’t due to a medical condition. Therefore, if you are requesting a workplace accommodation please follow the steps below. Employers have a legal duty to take reasonable steps to accommodate an employee who requests an accommodation, when it is based on one of the protected grounds of the Human Rights Code. The Sooke School District has established processes that it will follow to assess individual employee requests for an accommodation based on the bona fide limitations and restrictions of the employee. Employees are required to cooperate with the employer and the accommodation process and provide clear and objective evidence of their restrictions and limitations when requested.

Employee requests an accommodation from the employer, the employer reviews each request on an individual basis:

* Provide reason for the request
* Is medical information required or other documentation (SD62 will provide a letter for you to provide to your doctor)
* Has adequate medical or appropriate documentation been provided. Secondary information may be required for clarification purposes

If so the School District will assess all the information (limitations and restrictions) and determine if a reasonable accommodation is possible.

Please provide your request to your supervisor or to the Human Resources Department.

We have allowed time for safety orientation for all staff and students for the school start up and updated all safe work procedures to comply with Ministry guidelines and WORKSAFEBC regulations. Please click on the following link for a more detailed review: <https://engage.sd62.bc.ca/covid-19/worksafe-instructions1>

Staff are to follow the June 16, 2020 “SD No. 62 Return to School Handbook, June 16, 2020” when they return on September 8, 2020.  The COVID-19: Stage 2 Staff Handbook will be released on September 8, 2020 with training on the handbook to be provided September 8th or 9th, 2020 depending on your site/school schedule.

Thank you.

Dan Haley

Executive Director Human Resources