

University Health Network Policy & Procedure Manual

Occupational Health & Safety: Alternative Position to Accommodate Permanent Disability

Policy

University Health Network (UHN) is committed to accommodating employees who have become permanently disabled from their original positions with a suitable alternative position that suits their accommodation needs and is consistent with the obligations of the Human Rights Code.

The alternative position must reflect the same status (i.e. permanent part/full time), but is not required to be in the employee's original department/site or to maintain the employee's union status.

The employee will be provided with career transition counselling and computer training to enhance and improve his/her skills and abilities to transition into a new position.

The employee will be provided with a six month trial period in the position to fully determine his/her suitability. Should the employee be unable to perform the essential duties of the position due to his/her limitations/restrictions, the employee will be removed and a search for another position will be undertaken.

Should the employee not be successful in the alternative position for reasons other than accommodation of his/her disability, the employee will be managed as any other employee.

Once an employee has been successfully placed into a position for 6 months or longer, he/she would then be free to apply for any other posted vacancies for which they feel qualified and fit, as with any other employee.

Should the employee choose not to accept a position that is deemed to be similar in status and suitable to accommodate the employee's needs, the employee will be deemed to have resigned from UHN.

This policy applies to all permanent full time and permanent part time staff.

Search for an Alternative Position

The process of finding a suitable alternative position will include the involvement of the employee, the employee's union (if applicable), Occupational Health, Human Resources, specialized medical professionals, and hiring managers, as well as other specialized

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parties as needed. All parties will conduct themselves in a transparent, cooperative and inclusive manner within their roles and responsibilities.

The search for a suitable position will only commence when the following actions have been completed:

- Documented confirmation of total disability and required accommodations are received from the treating physician or specialist, or from an independent medical assessment.
- It has been determined that the employee cannot be permanently accommodated in his/her home position and/or in another position within his/her department.
- The employee has completed the Career Transition Program in preparation for a formal job search.

The employee will have access to position vacancies prior to posting. Positions identified by the parties as a potential match for the needs of the employee will be withheld from posting. The hiring manager will be contacted by Human Resources and will meet with the employee and review skills and confirm suitability for the position.

If there is more than one employee with similar skills and abilities to successfully perform the duties of a suitable position that accommodates the disabled employee's requirements, the employee with greater seniority/service will prevail.

The search process for an alternative position will continue for a period of not less than six months. If an alternative position is not identified within six months, or the employee has been placed in several positions and has been unable to perform the essential duties, the search will be deemed to have met undue hardship.

Refer to the [Permanent Accommodation Job Search Process – Employee Toolkit](#) for further information.

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