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Executive Responsibility:	President and Vice-Chancellor	Next Review: Nov. 1, 2016
Administrative Responsibility:	Executive Director, Human Resources	Procedure: 21.02.001

STATEMENT:

Vancouver Island University (VIU) has a commitment to treating all of its employees equitably and to accommodating individual differences in employees that are related to human rights protected grounds, such as permanent or temporary disability, religion, and gender. Accommodation is the reasonable adjustment of a person's workplace, responsibilities, schedule, or job assignment to accommodate individual differences.

The following principles will guide VIU's response to any employee requests for accommodation.

1. **Fairness and Equity:** ensuring decisions are made in accordance with [human rights law](#) and other relevant legislation.
2. **Individualization:** ensuring the accommodation responds to the specific needs and circumstances of the person.
3. **Inclusion:** ensuring that the person being accommodated is involved in the process and plan design.
4. **Partnership and Consultation:** involving the employee, administrators of the university, union representatives and any third parties with required specialized expertise (e.g. extended health plan representative, WCB representative, doctors, religious leaders, etc.), when appropriate, in developing an accommodation plan.
5. **Shared Responsibility and Accountability:** all parties involved in developing an accommodation (the employer's representative(s), the employee, the union representative) share the responsibility for identifying options and for implementing these options in good faith.
6. **Respect for Confidentiality and Personal Dignity:** ensuring that storage of and access to records, as well as written and oral communication related to an accommodation reflect consideration for the privacy and dignity of the person.

These guiding principles have been integrated into [Procedure 21.02.001](#) which outlines the process to be followed by University administration when responding to employee requests for accommodation.

Related Policies and Procedures:

[Policy 21.03](#) – Human Rights

[Procedure 21.03.001](#) – Human Rights: Educational Initiatives and Complaint Resolution

[Policy 21.04](#) – Diversity and Educational Equity

[Policy 21.08](#) – Accommodating the Observance of a Religious Holy Day

[Procedure 21.08.001](#) – Employee Leave Request for Observance of a Religious Holy Day

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