



**University Policy**  
University Procedure  
Operating Standard  
Guideline/Form

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- d) “Bona Fide Occupational Requirements” means those specific skills, abilities, duties or practices that are necessary to achieve the legitimate objectives of a position at the University.
- e) “Collective Agreement” means any collective agreement between the Governors of the University of Calgary and an association or union representing Academic Staff Members, Postdoctoral Scholars, Graduate Student Staff Members or Employees, in each case, in effect at the relevant time.
- f)

- xiii. source of income;
- xiv. family status; and
- xv. sexual orientation.

- q) "Reasonable Accommodation" means an Accommodation that addresses discrimination based on a Protected Ground that does not create Undue Hardship for the University.
- r) "Staff Wellness" means the Staff Wellness department at the University.
- s) "Senior Leadership Team" means the individuals who, at the relevant time, are designated as members of the University's Senior Leadership Team.
- t) "Undue Hardship" means the legal standard where a proposed Accommodation would create unreasonable hardship for the University.
- u) "University" means the University of Calgary.

#### 4 Policy Statement

- 4.1 The University will accommodate its Academic Staff Members, Postdoctoral Scholars, Graduate Student Staff Members and Employees, to the point of Undue Hardship.
- 4.2 Accommodation is a shared responsibility between the University, Academic Staff Members, Postdoctoral Scholars, Graduate Student Staff Members, Employees, and any applicable bargaining agent.
- 4.3 Academic Staff Members, Postdoctoral Scholars, Graduate Student Staff Members and Employees are expected to cooperate with the University throughout the Accommodation process.
- 4.4 Academic Staff Members, Postdoctoral Scholars, Graduate Student Staff Members and Employees must be able to meet the Bona Fide Occupational Requirements of their work.
- 4.5 Academic Staff Members, Postdoctoral Scholars, Graduate Student Staff Members and Employees needing an Accommodation are entitled to a Reasonable Accommodation, not a perfect Accommodation or the particular Accommodation they request.
- 4.6 Academic Staff Members, Postdoctoral Scholars, Graduate Student Staff Members and Employees may engage an applicable bargaining agent at any point in their efforts to secure a Reasonable Accommodation.
- 4.7 The University will:
  - a) provide an Accommodation process that promotes equitable access to employment;
  - b) protect the privacy and confidentiality of Academic Staff Membe



- 5 **Special Situations** In exceptional cases, the Dean or Senior Leadership Team member may apply for additional funding to facilitate a Reasonable Accommodation.
- 6 **Responsibilities**
- 6.1 The Provost and Vice-President (Academic), in consultation with Legal Services, will decide whether an Accommodation for a particular Academic Staff Member, Postdoctoral Scholar or Graduate Student Staff Member would impose Undue Hardship on the University. The Provost and Vice-President (Academic) may, in exceptional cases, authorize additional funding to facilitate a Reasonable Accommodation.

- b) monitor compliance with this Policy and the Procedure for Workplace Accommodation; and
- c) coordinate requests for Accommodation and prepare Letters of Accommodation in accordance with the Procedure for Workplace Accommodation.

- 6.7 Senior Leadership Team members will review Accommodation efforts and ensure all other options have been considered before applying for additional funding for an exceptional case.
- 6.8 Legal Services will advise on issues of Accommodation and Undue Hardship.

7	Related Policies	<a href="#">Student Accommodation Policy</a>								
8	Related Procedures	<a href="#">Workplace Accommodation Procedure</a>								
9	Related Guidelines/Forms	<a href="#">Workplace Accommodation Request Form</a>								
10	Related Information	<a href="#">FAQs: Workplace Accommodation</a>								
11	References	<a href="#">Alberta Human Rights Act</a> , RSA 2000, c A-25.5								
12	History	<table border="0"> <tr> <td style="padding-right: 20px;">June 12, 2018</td> <td>Approved.</td> </tr> <tr> <td>September 1, 2018</td> <td>Effective.</td> </tr> <tr> <td>January 1, 2020</td> <td>Editorial Revision. Updated format and links.</td> </tr> <tr> <td>September 19, 2022</td> <td>Editorial Revision. Updated titles.</td> </tr> </table>	June 12, 2018	Approved.	September 1, 2018	Effective.	January 1, 2020	Editorial Revision. Updated format and links.	September 19, 2022	Editorial Revision. Updated titles.
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