

Department/Unit: Faculty of Graduate Studies	Employees: FGS Student Employees
Portfolio: Student Affairs	Last Updated: 01/16/2017
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A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and university policies and procedures

Task Description: These procedures relate to the steps and responsibilities of the Faculty of Graduate Studies, Graduate Program Directors and Faculty Relations when considering work accommodation of a graduate student.

Disability Services in Counselling & Disability Services and Employee Well-Being play a critical role in integrating the external medical information into an accommodation plan within the student’s employment and academic program.

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What’s Changed?

Roles and responsibilities of the following parties are laid out in the attached process map, and outlined in the associated RACI chart:

- Associate Dean (Students), Faculty of Graduate Studies
- Student/Employee
- Faculty Relations
- Graduate Program Director
- Employee Well-being

Procedure

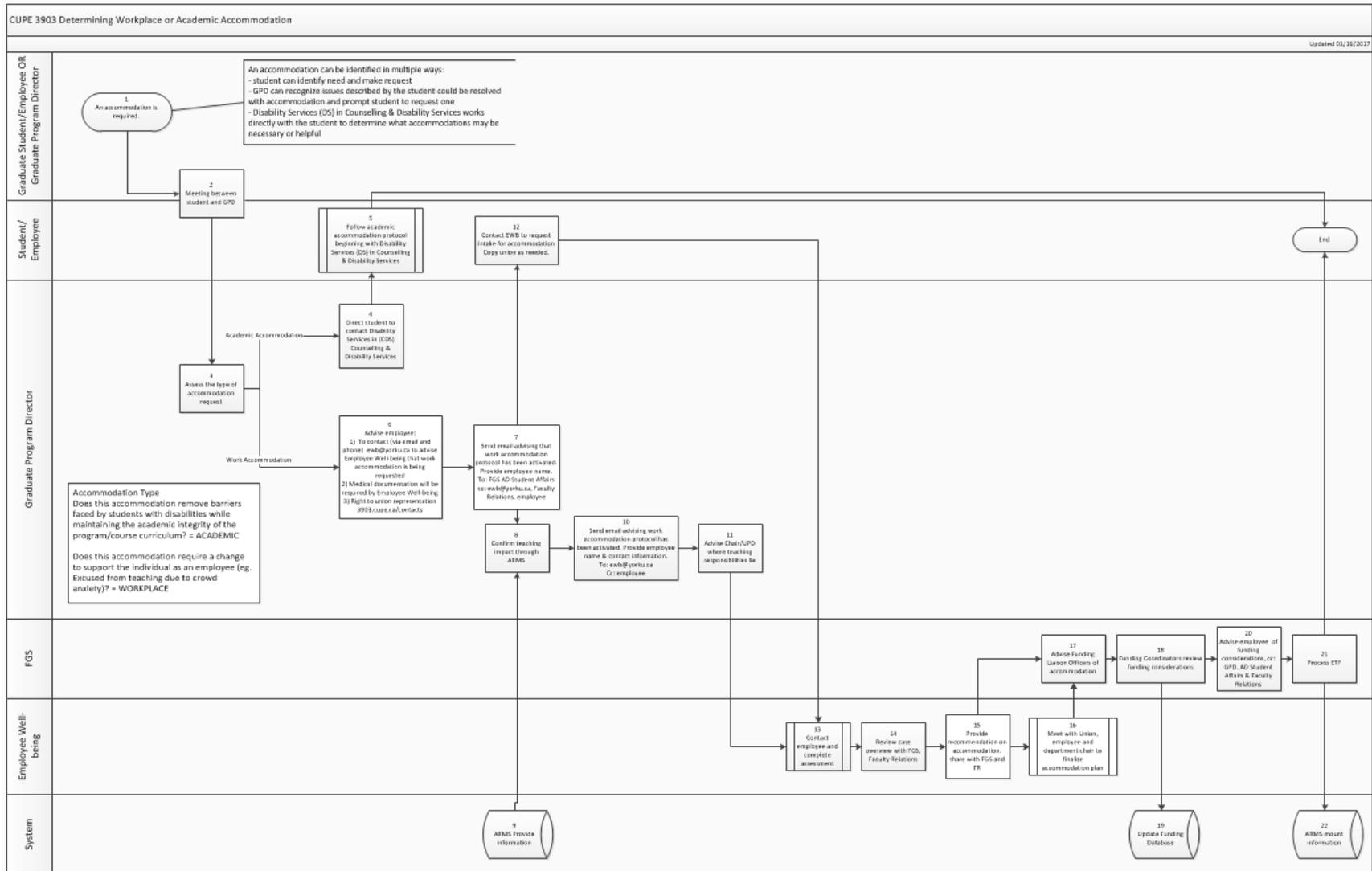
Step	Details
1. An accommodation is required.	<p>The need for an accommodation can be identified in multiple ways. A student/employee can identify the need. A Graduate Program Director can recognize that the issues described by the student/employee could be addressed with an accommodation. Disability Services in Counselling & Disability Service (CDS) can help determine what accommodations may be necessary or helpful.</p> <p>York University cannot act unless accommodation is requested. If a Graduate Program Director recognizes obstacles that could be removed for the student/employee by means of an accommodation, it is suggested they prompt the student to request one or to explore the possibility with an appropriate service provider.</p>
2. Meeting between student/employee and Graduate Program Director	<p>A meeting between the student and Graduate Program Director is suggested, to discuss the student’s challenges. This meeting can be initiated by either the student or the GPD.</p>
3. Graduate Program Director identifies the type of accommodation that is being requested.	<p>Academic accommodations are meant to remove barriers faced by students with disabilities while maintaining the academic integrity of the program and course curriculum.</p> <p>A work accommodation requires a change to support the individual as an employee (e.g. excused from teaching due to crowd anxiety).</p> <p>Based on the information provided by the student, determine whether the request is for an academic or work accommodation or both; direct student accordingly. If unclear from the information provided by the student whether the type of accommodation required is academic or</p>

	work related or both, Disability Services (DS) in Counseling & Disability Services can provide support to the student and help to clarify that issue.
4. Is an academic accommodation required? If it is, direct the student to be in touch with Disability Services (DS) in Counseling & Disability Services.	Contact information for Disability Services (DS) in Counselling & Disability Services can be found using this link: http://ds.info.yorku.ca The student will be asked to provide medical documentation confirming that there is a diagnosed disability and the associated functional limitations and restrictions.
5. Academic accommodation protocol	External (i.e. to FGS) process beginning with Disability Services (DS) in Counselling & Disability Services
6. Is a work accommodation required?	The employee is advised that: <ul style="list-style-type: none"> - they have a right to have a union representative present for all conversations surrounding a work accommodation, and are provided with contact information for CUPE - they are to email Employee Well-Being in Human Resources at: ewb@yorku.ca, to set up intake - Employee Well-Being will require the employee to provide medical documentation
7. Other graduate stakeholders are informed that a work accommodation protocol has been activated.	The GPD advises the following parties of the work accommodation protocol activation and employee name: <ul style="list-style-type: none"> - Faculty of Graduate Studies Associate Dean, Student Affairs (fgsadst@yorku.ca) - Faculty Relations (rlawson@yorku.ca) - Cc: Employee Well-being (ewb@yorku.ca) - Cc: employee
8. Teaching impacts are confirmed	The GPD checks ARMS to identify teaching impacts due to an accommodation.
9. System provide data	ARMS provides information on employee's teaching assignments.
10. Employee Well-Being is provided with employee name and contact information.	Both the employee and the Graduate Program Director are responsible for contacting Employee Well-Being. Employee: requests intake for work accommodation Graduate Program Director: advises EWB that student will be in touch re: accommodation, provides employee name and contact information.
11. Teaching impacts are communicated	The GPD advises the Chair/Undergraduate Program Director where the employee's teaching responsibilities lie, of the accommodation protocol activation.
12. Employee Well-Being	Since both are provided with contact information, this connection can be initiated by either the

and employee connect	employee or Employee Well-Being. The external process of an assessment is then carried out.
13. Employee and Employee Well-Being connect	Since both are provided with contact information, this connection can be initiated by either the employee or Employee Well-Being. The external process of an assessment is then carried out.
14. Review	Employee Well-Being, after the assessment is complete, meets with FGS and Faculty Relations to share the case overview.
15. Recommendation	Employee Well-Being's recommendation on accommodation is provided.
16. Accommodation Plan meeting	Employee Well-Being meets with the employee, impacted department and union to determine the details of the accommodation plan. This is an external process.
17. Advise funding stakeholders	After the meeting with Employee Well-Being and Faculty Relations, the AD Student Affairs advises the Funding Liaison Officers of the accommodation activation and impacts to teaching.
18. Funding considerations are determined.	Any changes to funding due to the nature of the accommodation are determined at this time.
19. System receive data	The FGS funding database is updated with the funding considerations arrived at after the application of the accommodation.
20. Employee is advised of funding impacts	The Funding Liaison Officer advises the employee in writing of the funding impacts of the accommodation. The Graduate Program Director, Faculty Relations and the FGS Associate Dean Student Affairs are copied.
21. ETF is processed	An ETF is processed by FGS that reflects the accommodation's impacts to funding.
22. System receive data	Data from the ETF is reflected in ARMS (automated)

The default is for accommodation to be put in place for one term at a time, unless the parties agree that it is to be in effect for longer.

Process



Please note – this procedure is part of a larger, three step process:

