

SIT-STAND DESKS MEDICAL ACCOMMODATION

GUIDE FOR SUPERVISORS

A sit-stand desk is just one way to avoid sitting for long periods at a time and counter the negative impact it has on our bodies. It shouldn't be considered a 'fix all' for obtaining adequate physical movement over the course of the day and should be supplemented with a healthy lifestyle and other strategies for sitting less.

The cost of a sit-stand workstation and additional adaptive equipment is the responsibility of the department the employee works for. This cost should be in line with an employee's treating health practitioner's recommendations.

SUPERVISOR'S RESPONSIBILITY:

You are your employee's primary point of contact if they are ill or injured. It is your responsibility to:
 1. Contact the employee to determine if they need a medical certificate.
 2. Contact the employee's treating health practitioner to determine if a sit-stand desk is recommended.
 3. Contact the employee to determine if they need a medical certificate.

ups). Employee's department is responsible for all costs. For extraordinary expenses, funding may be available through the Central Accommodation Fund

6. Supervisor arranges annual accommodation review follow-up

We understand it will not be possible to accommodate all employees through posture or work task changes and that some employees may require other resources for their accommodation. If you have worked through your employee's job duties and the solutions you have implemented are not sufficient please contact your Work Life Consultant to request medical documentation for your employee to take to their physician.

CENTRAL ACCOMMODATION FUND

Departments are required to contribute towards items or services purchased for a medical accommodation. Funding is available through the Central Accommodation Fund (CAF) to support the accommodation of employees for extraordinary expenses and when other sources of funding have been exhausted. Please review the [terms of reference](#) for more details.

If you require financial support through the CAF you will have to complete the request for reimbursement form and confirm that you have already reviewed other sources of funding (carry forward funds, equipment reserves, faculty/dept. reserve).

Please note, the CAF has limited resources and funding may be available as long as the fiscal year's resources have not been depleted.

For more information on the administration of the fund please contact a Work Life Consultant at worklifeconsulting@uvic.ca.

FORMS:

Request for Accommodation

Accommodation Plan

Central Accommodation Fund – Request for reimbursement



RESOURCES:

Facilities Management Interior modification services:

<http://www.uvic.ca/facilities/service/planning/index.php>

Human Resources, Work Life Consultant: <http://www.uvic.ca/hr/contact/index.php>

FORMS

REQUEST FOR ACCOMMODATION

NAME _____ DEPT _____

POSITION _____

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ACCOMMODATION PLAN

DEPT/WORK UNIT _____ DATE _____

EMPLOYEE _____ POSITION _____

SUPERVISOR _____

FUNCTIONAL IMPACT

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CURRENT SITUATION

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ACCOMMODATION MEASURES

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REVIEW DATE _____

Any of the parties may request a meeting at any time to further discuss the Accommodation Plan.

This agreement is made without prejudice to either party's interpretation of the Collective Agreement and will not form precedent in any other situation.

SIGNATURES:

Employee Name Supervisor (name and department/work unit)

Work Life Consultant RTW & Accommodation Officer

Copy of signed plan circulated to all parties on: _____

CENTRAL ACCOMMODATION FUND

REQUEST FOR REIMBURSEMENT

Departments are required to contribute towards items or services purchased for a medical accommodation. Funding is available through the Central Accommodation Fund to support the accommodation of employees for extraordinary expenses and when other sources of funding have been exhausted. Please review the [terms of reference](#) for more details.

Department _____

Employee Name _____

Supervisor _____

Item(s) Nae