

Work Station Accommodation Policy

Concordia University recognizes that each employee has individual preferences when it comes to work style and that can include work station set-up. As a university, we provide a work station (cubicle area or desk), office chair and other basic office furniture. These accommodations are arranged and, in most some instances, are paid for by the university. Similarly, medically diagnosed and documented accommodations by a treating physician or workers compensation physician relating to a work comp claim may also be purchased by the university.

If an employee has a medically diagnosed condition and a doctor's note stating this as well as for the need for ergonomic office accommodations, those should be shared with the employee's department head and also with the Human Resources Office. Based on the employee's current office set-up and doctor recommendations, the appropriate accommodation will be made to ensure that the daily work environment is not affecting the physical well-being of the employee.

As preferences can change from person to person, individuals are supported if they choose to consider alternate work station set-ups which are desired but not medically necessary. This can include items such as the type of chair they utilize, adjustable desks or anti-fatigue mats.

If you desire to have an alternate work station, you must work with your supervisor and the university. It is strongly advised that you not purchase any furniture and/or equipment until your request has been fully approved by your supervisor and the Human Resources Office. The following steps will guide employees through the process for personal accommodations to work space.

- 1) The employee must have a conversation with and approval from their supervisor to discuss the desired alternate work options.
- 2) The employee is responsible for researching options that they would like to purchase. Dimensions and installations information must be made available for step 3.
- 3) The employee is responsible for submitting a request for personal accommodations through the Human Resources office. In this step, the employee's work space is assessed to assure that the desired adjustments can be done without affecting the work area. The university is not responsible for designing work space modifications.
- 4) The employee is responsible for the purchase of the desired items. The university will make these purchases only if it is to replace worn, unsafe or nonfunctional equipment or in the case of a medically documented accommodation or work comp related claim.
- 5) The employee is responsible for the set-up and maintenance of any equipment. Concordia University is not responsible for any injury that results from the improper set-up, maintenance or use of items purchased for the employee's work space by the employee themselves.
- 6) The employee must sign a Personal Office Accommodations Waiver/Release of Liability document which will be kept in their employee file.
- 7) Concordia University does not allow treadmill desks or workstations to be brought into an employee's work space.