

POLICY TYPE: ADMINISTRATION  
(ADM) POLICY TITLE: *CONTRACTURAL RELATIONSHIPS POLICY*



**APPENDIX 3: *REQUEST FOR REASONABLE ACCOMMODATION***

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**Request for Reasonable Accommodation – Persons Served**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_

Category: Architectural  Environmental  Attitudinal  Financial

(See next page for definitions) Employment  Communication  Transportation  Community Integration

Other Barriers Specify: \_\_\_\_\_

**To be completed by the Executive Director or Program Manager**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Decision: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Date Implemented: \_\_\_\_\_

Date added to PCP: \_\_\_\_\_

If declined, list what action was taken to refer to other resources that are accessible: \_\_\_\_\_

*A copy of this document is to be forwarded to the Accessibility Committee for retention.*



**Appendix 3: Request for Reasonable Accommodation – Staff**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_

Category: Architectural  Environmental  Attitudinal  Financial

(See next page for definitions) Employment  Communication  Transportation  Community Integration

Other Barriers Specify: \_\_\_\_\_

**To be completed by the Executive Director or Program Manager**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Decision: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Date Implemented: \_\_\_\_\_

If declined, list what action was taken to refer to other resources that are accessible: \_\_\_\_\_

*Please submit this document to your appropriate manager.  
Following its review, your manager will forward this document to the Human Resources Manager.  
The Human Resources Manager will then edit this document for confidentiality, place it in your file, and forward it to the Accessibility Committee for retention and analysis.*

## **Appendix 3: Request for Reasonable Accommodation – Persons Served and Staff Definitions**

**Architectural** or physical barriers may include preventing access to a building for an individual who uses a wheelchair, narrow doorways that need to be widened, bathrooms that need to be made accessible, the absence of light alarms for individuals who have a hearing impairment, and the absence of signs in Braille for individuals who are blind.

**Environmental** barriers can be interpreted as any location or characteristic of the setting that compromises, hinders, or impedes service delivery and the benefits to be gained. These may include the persons served and/or personnel do not feel safe or feel that confidentiality may be risked. Internal barriers may include noise level, lack of sound proof counseling rooms, highly trafficked areas used for service delivery, or type or lack of furnishings and décor that impact the comfort level of the persons served and personnel. In a work environment, lighting may be a barrier if, for instance, fluorescent lighting is used and the flicker precipitates seizure activity in an individual. The physical office environment could present a barrier if it is noisy or is a very open structure and an individual is easily distracted by activity. Fragrances in the workplace could be considered an environmental barrier as many persons have allergic reactions to various smells and do not perform at their best under such conditions.

**Attitudinal** barriers may include terminology and language used. How persons with disabilities are viewed and treated by the organization, their families, and the community. Whether input of persons served is solicited and used. Whether or not the eligibility criteria of Lifetime Networks creates barriers for individuals with specific types of disabilities.

**Financial** barriers include insufficient funding for services/supports, Lifetime Networks might advocate at a legislative level for increased funds, or may promote activities to directly raise money for the support of a service or person served.

**Employment** accommodation requests provide flexibility in the workplace, such as requests for flex time, job sharing, part-time work, or compressed work schedules. These types of practices make Lifetime Networks more family-friendly and can lead to more productive workplaces for Lifetime Networks and a more satisfying setting for all employees.

**Communication** barriers include the absence of materials in a language or format that is understood by the persons served. This includes written material and the Lifetime Networks website.

**Transportation** barriers include persons being unable to reach service locations or being unable to participate in the full range of services/supports and activities offered.

**Community Integration** are barriers that would keep the person served from returning to full participation in their community. For example, the lack of a lift at the local public swimming pool, lack of scheduling availability at the local gym for adaptive sports programs, or lack of accommodation for the person served to return to volunteering at a community level.

**Other Barriers** could include evolving technology, the upkeep of equipment/assistive technology.