

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0418.03	
Title:	Staff with Disability		
ITPNZ Standard:	4 Staff Selection, Appraisal and Development		
Chief Executive Approval:	Approval Date: 2 May 12	Effective Date:	2 May 12
Previous Policy Number:	na	Review Date:	as required
Contact Authority:	Director: Organisational Development	Status:	Current

Purpose To ensure that staff with disability have access to support, reasonable accommodation and equity, enabling them to undertake the duties associated with their position, and to protect staff from discrimination in accordance with the Human Rights Act 1993.

Background Otago Polytechnic acknowledges that while all staff have particular needs, staff with disabilities may require additional support to enable them to fulfil the requirements of their position. Staff with disability will not be unfairly disadvantaged.

Statutory Compliance Human Rights Act 1993
Privacy Act 1993
Injury Prevention, Rehabilitation and Compensation Act 2001 (ACC)
Health and Safety in Employment Act 1992 and Amendment Act 2002
Employment Relations Act 2000
State Sector Act 1988

National Guidelines Equal Employment Opportunities Trust www.eeotrust.org.nz 09 525 3023
Human Rights Commission www.hrc.co.nz 0800 496 877

- Policy**
- Otago Polytechnic is committed to supporting staff with disability through assessment and provision of reasonable accommodations that will enable the staff member to fulfil the requirements of his or her position.
 - Those eligible may have a mental health, sensory, physical or learning disability, or a long-term medical condition which does, or may, impact on aspects of their ability to do their job.
 - Staff and managers are encouraged to communicate with and support each other and, should advice be required, to contact the Health and Safety Advisor.
 - Appropriate support will be available through the Head of School/Manager, Health and Safety Advisor and Human Resources Advisor. Appropriate resources may be provided from within the department, the Staff Assistance Programme (SAP) and other departments such as Information Services and Support, and Campus Services Department.
 - Appropriate accommodations may be unreasonable for Otago Polytechnic to provide. For example, not all classrooms may be able to be adapted for the required accommodation, or accommodations facilitate key aspects of a job, eg the attendant lecturer of workshop must be able to mark the student's practical assessments.



Procedure

1. Identifying the need for, and implementing reasonable accommodations
 - 1.1. As soon as the disability and its effects or potential effects on work are evident to the individual or their manager, each should communicate with the other.
 - 1.2. The Health and Safety Advisor is available to provide work assessment, advice, access specialist advice and support, and facilitate meetings and resourcing.
 - 1.3. In discussion with the individual and manager, a plan to identify abilities, limitations and needs will be determined. This may include a request for a medical certificate and liaison with other agencies where appropriate.
 - 1.4. Where appropriate, recommendations will be forwarded to other agreed persons and liaison with key personnel will occur.
 - 1.5. The progress and/or outcome of the plan will be reviewed at agreed intervals.
 - 1.6. Support people are available to the individual through the process. These may be a trusted colleague, family/whanau, union representative, chaplain, medical or allied health professional, community/disability support personnel, ACC case manager, or other person of choice.

2. Description of Reasonable Accommodations

Accommodations for the staff member will be considered ensuring fairness and equity across the staff of Polytechnic. A list of possible accommodations is provided below.

- 2.1. Adjustment to workload allocations. This could include consideration of the proportion of timetabled teaching to attendant duty hours, support for marking, consideration of the range of tasks to be undertaken at any one time, timetabling accommodations.
- 2.2. Adjustment to hours of work. These could include reduced hours, altered start or finish times, planned rest/recovery breaks within the day. A quiet area with bed is available in F205.
- 2.3. Accessibility. This could include consideration for classroom bookings, classroom access as well as meeting locations, toilet facilities and office allocations.
- 2.4. Provision of equipment such as lifting and carrying aids; special office equipment and stationery; ergonomic furniture; specialist fittings for personal protective equipment eg. safety footwear.
- 2.5. Technology Support. This may include provision of specific hardware or software, and electronic devices for example hands-free telephone, voice recognition software.
- 2.6. Provision of administrative office support such as assistance with filing and handling of student scripts, documents.

Referral Documents

Otago Polytechnic Equity Policy Statement (Academic Board 1996)
MP0406 Emergency Evacuation, Earthquake
MP0409 Vision Safety
MP0410 Employee Workplace Rehabilitation



MP0431 Recruitment and Appointment of Staff
MP0456 Stress Prevention and Management
MP0460 Performance Review
MP0462 Workload Policy
Staff Assistance Programme (brochures available on noticeboards/Polybase)

**Delegation of
Procedures**

**Approved by Chief Executive
Date: 2 May 2012**

