

Terms of Reference

Central Accommodation Fund

Purpose: The Central Accommodation Fund has been established by the University to assist in the fulfilment of its legal duty to accommodate University employees with disabilities as regulated by the British Columbia *Human Rights Code* and to provide departments with a source of funds to assist in their provision of necessary and reasonable accommodations.

Scope: The Central Accommodation Fund will be available to assist with the accommodation¹ requirements of all University employees with disabilities.²

Allocation: An annual allocation of \$20,000 will be made by the University to the Central Accommodation Fund account. Unspent amounts will be carried forward to a maximum accumulated carry forward of \$50,000.

Stewardship: The fund will be established under the stewardship of the Human Resources Department. Human Resources will be responsible for tracking utilization statistics.

Cost-Sharing: Departments are encouraged to contribute towards items or services purchased through the Central Accommodation Fund to support the accommodation of their employees, however, there is no requirement that departments must contribute to these costs.

Procedures:

1. Employees who are in the process of seeking an accommodation for a disability must follow university procedures and work through the assigned [Work Life Consultant](#).
2. If it is determined by the Work Life Consultant that items or services funded through the Central Accommodation Fund are appropriate to facilitate the accommodation request, the department will be authorized by the Work Life Consultant in writing to place the order.³

¹ The sole purpose of the Central Accommodation Fund is to facilitate the accommodation of employees versus a source of funding for medical treatment (the role of university health and benefit plans).

² Including visible and invisible disabilities. Invisible disabilities such as debilitating pain, fatigue, dizziness, cognitive dysfunctions, brain injuries, learning differences and mental health disorders. These are not always obvious to the onlooker, but can sometimes or always limit daily activities, range from mild challenges to severe limitations and vary from person to person.

³ There may be circumstances where it is more appropriate for the Work Life Consultant to place an order or arrange for services. Each request is managed on a case by case basis.

3. For reimbursement through the Central Accommodation Fund, departments must submit proof of payment (receipts, FAST entry) to the Work Life Consultant who will arrange for reimbursement through the Central Accommodation Fund via a budget transfer. Departments are encouraged to contribute towards items or services purchased through the Central Accommodation Fund to support the accommodation of their employees, however, there is no requirement that departments must contribute to these costs.
4. Where a disagreement arises concerning the appropriateness of funding items or services through the Central Accommodation Fund, the matter will be referred to the Associate Vice President, Human Resources (or delegate) for a final determination.

Date Established: February 2015

Related Policies: [Employment Accommodation \(HR 6115\)](#)