

Processes for Instructors Submitting Tier 1, 2, or 3 Requests

Overview: the three tiers may be summarized as follows: **Tier 1** (of the highest order, where the employer may be required by law to *accommodate* a Member's need); **Tier 2** (employer will make a *reasonable effort* to support the Member's scheduling request); and **Tier 3** (employer will consider the Member's scheduling *preferences*).

Tier 1 requests

A. Member seeking requests for accommodation of scheduling needs based on disability

Disability considerations: if a Member has a request regarding the scheduling of their teaching, and the request for accommodation is based on a need, specifically "disability", as per the Human Rights Code, the Member will follow this process:

- Contact the University's Manager of Return to Work and Accommodation Services ("Accommodation Services").
- If appropriate, Accommodation Services will prepare and provide to the Member a letter approving the accommodation.
- The Member is to provide this letter to their Head when making the scheduling request.

B. Member request regarding the scheduling of their teaching based on an enumerated ground in the Human Rights code other than disability

Considerations other than based on disability: if a Member has a request regarding the scheduling of their teaching, and the need for which accommodation is sought is based on an enumerated ground in the Human Rights Code other than disability, the Member will follow this process:

- The Member is to provide all information relevant to such a request to their Dean or the Dean's delegate.
- The Dean or Dean's delegate, supported by the Faculty Relations office, shall consider the Member's request and may ask the Member to provide additional information to establish whether there is a need that must be accommodated pursuant to the Human Rights Code.
- The Dean, or Dean's delegate, shall provide their decision regarding the Member's request directly to the Member (with a copy to the Head in a departmentalized faculty).

Tier 2 Requests

A. Member scheduling requests based on membership in an equity-seeking group (as defined in Article 24, Employment Equity, in the QUFA Collective Agreement).

If the Member's scheduling request is made with reference to Article 24 (Employment Equity) of the Collective Agreement, the Member shall follow the following process:

Where a Member's request is based on the Member's membership in an "equity-seeking group", as defined in Article 24 of the Collective Agreement, the Member shall provide all relevant information regarding their request to the Dean or Dean's delegate who, after requesting any additional information, will decide the request supported by the Faculty Relations office.

B. Member making scheduling request based on research responsibilities, other Academic Responsibilities

If, however, a Member's scheduling request is based on their research responsibilities or other Academic Responsibilities (see the Collective Agreement), the Member shall provide all relevant information to their Head.

Tier 3 Requests

If a Member has a scheduling preference, they shall follow the following process:

- The Member is to provide all relevant information regarding scheduling of teaching to the Head when making such a request.
- The Head shall consider the request.
- The Head will inform the Member of their final decision regarding the request.

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