

ACCOMMODATION PROCEDURE FOR EMPLOYEES WITH MEDICAL RESTRICTIONS

Employees who are returning to the workplace from Workers' Compensation, an approved disability program or have a documented medical restriction will be accommodated in accordance with the following policy:

1. Employees on a basic work force who are medically unable to perform a certain skill and/or function must submit an accommodation request form as described herein. Furthermore, they shall be required to submit a medical release form and medical documentation in support of their request.
2. Once it is determined that the employee does in fact require accommodation and is no longer able to perform a certain skill or function on a temporary or permanent basis the employee will be accommodated in the following manner:
 - a. The individual may be permanently or temporarily de-registered from that skill, in accordance with H.E.A. policy; if it is determined he/she has a permanent or temporary disability that will prevent him/her from performing that skill in the future.
 - b. If the individual is able to perform another function or skill within the unit (i.e. crane unit, ro-ro unit, terminal unit, etc.) with which he/she is ordered then he/she will be assigned to that job and required to perform it.
 - c. If the individual is unable to perform any function or skill within that unit, he/she will be placed in a higher unit provided he/she is able to perform another function or skill within the next higher unit. The person displaced from the higher unit will take the place of the accommodated employee.
 - d. If the individual is unable to perform any function or skill in the unit he/she originally fell in or a higher unit, he/she will be left off that order and persons outside the complement will be ordered to meet the requirements. An employee who is skipped as a result of their medical restriction will be offered another position in the next available regular order, if one is available.
 - e. The individual being accommodated and the person being moved will hold the same number on the list even though he/she may have been moved for accommodation purposes. An employee who is moved off their skill to accommodate the disabled person shall have first right to a work through order (in the terminal unit only) at the end of the period.
 - f. With respect to replacement orders, replacements will be accommodated, if possible, within the unit for which their replacement opportunity exists.

Effective: September 11, 2008