



# Human Resources

## Furniture Requests for Medical Accommodations

Mount Royal University (MRU) is committed to supporting employees who require workplace accommodation due to an illness or injury.

### **Roles and Responsibilities**

**Employee:** An employee who has a medical note from a medical doctor as recognized by the College of Physicians and Surgeons of Alberta that indicates a requirement for a sit/stand desk, ergonomic chair or other medically required piece of furniture must submit that documentation to Ability Management in Human Resources (HR).

Once the medical note has been received, Ability Management will follow up directly with the employee regarding the process to order the identified equipment/ furniture.

The employee has a responsibility to actively participate in the process including submitting the furniture request through Frontline and providing the necessary details for the request as indicated. As well, if an employee wants an ergonomic assessment they must request one through EH&S as needed.

**Manager/Chair:** Ability Management will advise the Manager/Chair that a medical note has come in that requires the ordering of equipment/furniture for an employee. Ability Management will also advise the Manager/Chair how to record/ track the expense on their budget and any additional information pertinent to the request. The Manager/Chair must provide the employee with the required FOAP for the purchase.

**Facilities Management:** Ability Management will advise Facilities Management that a request has come in and that the request is supported and must be prioritized/ expedited. Once the Frontline request has been submitted, Facilities Management will reach out to the employee if they require additional information and to advise on an approximate timeline for the order.

**EH&S:** If an employee requires an ergonomic assessment, it is their responsibility to reach out to EH&S to arrange this. If an employee provides medical documentation to EH&S for a furniture/equipment request, EH&S will advise the employee to send the medical documentation to Ability Management. After furniture/ equipment has arrived, the employee can reach out to EH&S for a follow up assessment.

### **Frequently Asked Questions**

***Am I required to provide my medical documentation to my Supervisor and/or Manager/ Chair?***

No, you are only required to provide your medical note to Ability Management in Human Resources.

***What information is shared with my Supervisor and/or Manager/ Chair about my illness?***

The information shared with your Supervisor and/or Manager/ Chair is limited to the fact that a request has come in for a piece of furniture/ equipment that is medically supported.

***Why do I (employee) have to submit the Frontline request?***

It is your responsibility to participate in the process and by submitting the Frontline request you provide all of the required information such as FOAP, office location etc.

***How long does it take to order a sit/stand desk, chair etc.?***

Once the Frontline request has been submitted and all of the required information has been provided to order the furniture/equipment, Facilities Management will advise on the approximate timeline.

**Contact Us**

For further information about accommodation requests for furniture/equipment, please contact the Ability Management Consultant in Human Resources at 403-440-8573.