

The Accommodations Planner

**Supporting Success
at Work / Mahi**

Introduction

Welcome to the accommodations planner. The purpose of this planner is to document, reflect and improve any workplace accommodations that help you as a valued employee perform at your best. This tool supports a dialogue between you and your manager about workplace accommodations. It supports collaboration between you and your manager, and should be used alongside other HR tools.

What is an accommodation?

An accommodation is a necessary and appropriate modification and adjustment that is made to ensure disabled people can equally participate at work such as:

- Supporting people with dyslexia to use text overlays on their devices to make reading easier.
- Creating a comfortable space and flexibility for people with diabetes to be able to manage their insulin.

Accommodations aren't just for disabled people; working parents, people with different faiths or people recovering from short-term injuries, etc., may all require accommodations.

Under the Human Rights Act, employers must be willing to provide 'reasonable accommodations.' Individual requests for reasonable accommodations must be considered constructively, and careful thought given as to what modifications can be made to assist disabled staff to realise their potential and perform at their best.

Support and funding are available to businesses supplying accommodations through MSD and ACC.



The Planner

Objective: To ensure current workplace adjustments are still effective and suitable.

Instructions

How to use the planner:

Collaboration:

This digital tool should be completed jointly between you (employee) and your manager. As a kaimahi (employee), your input is key.

Impact and effectiveness:

The purpose is to ensure that existing workplace adjustments (accommodations) are genuinely helpful and easy to use. If not, what improvements can be made to succeed at mahi?

Review and update:

The planner is designed to be reviewed regularly (every six to twelve months) to ensure that the accommodations are still effective, easy to use and relevant and determine what needs updating as roles, technology or workplace needs change.

Guide Section

Prompts to help you fill out the planner

When filling out the table and reflecting on the current adjustments, consider the following:

- What are the pros and cons of the current adjustments?
- Have the current adjustments been easy to use?
- Have the current adjustments been helpful with your work? How have they been helpful? If not, why?
- Have any changes in your role or health required a new adjustment or modification of an existing one?
- What was the perceived effectiveness of current adjustments and their impact on the team and work environment?
- As the manager, does your team understand the current accommodations, and are there any issues that need to be addressed?
- Do any of the current adjustments need to be modified (how), changed (how), updated (how), stay as it is or removed (why)?

Date of the review (DD/MM/YYYY)	Current accommodations / adjustments	Date implemented (DD/MM/YYYY)	Employee's reflection (Post six to twelve months from date implemented)	Manager's reflection (Post six to twelve months from date implemented)	Next steps/updates (Please circle your answer)
					- Modify - Change - Update - Stay as it is - Remove Comments
					- Modify - Change - Update - Stay as it is - Remove Comments
					- Modify - Change - Update - Stay as it is - Remove Comments
					- Modify - Change - Update - Stay as it is - Remove Comments
					- Modify - Change - Update - Stay as it is - Remove Comments

Employee Signature

Date:

Manager Signature

Date:

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					- Modify - Change - Update - Stay as it is - Remove Comments

Checklist:

This checklist can be completed once the planner has been filled out.

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I have completed this planner and reviewed it with my manager or employee as intended.

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I have reflected on the current accommodations in the input table to address the effectiveness, helpfulness and use.

☐

I have completed the next steps and updates section and made decisions on whether the existing accommodations can continue as usual, need to change or stop, modified or removed, with both myself and my manager or employee both in agreement with those decisions.

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I have signed and dated the planner.

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I have saved the planner in a way that helps me continue to reflect on it.