

THE UNIVERSITY OF SUSSEX

What is a Reasonable Adjustment: Staff

Any member of permanent, fixed term or part time staff who meets the definition of disability outlined in the Introduction is entitled to be offered Reasonable Adjustment(s) before any decision is taken in respect of offering them a post, terms and conditions, or any other treatment they receive whilst employed with the university. Reasonable Adjustments apply to arrangements or physical environment: where the effects of the person's impairment have an impact upon their ability to perform in their job or where the physical environment presents barriers that create substantial disadvantage for them in carrying out the duties of their job. In determining what is reasonable consideration should be given to the nature of the person's impairment(s) and its effect(s), the job, the resources available and whether the provision of Reasonable Adjustment(s) will minimise or eliminate the disadvantage.

Any one or combination of these below are examples of Reasonable adjustments but the list is not exhaustive. Any adjustment must be fully considered with the co-operation of the member of staff concerned:

- Adjusting working hours/flexible or part time working
- Allowing time off for rehabilitation, training, assessment or treatment
- Providing equipment such as voice activated software, Dictaphones, chairs, workstations, wheelchairs, loop/communication aids, cctv readers, specialist software
- Providing extra supervision
- Re-allocating duties or re-deployment to another post
- Employing support workers or communication support workers/interpreters

More detailed advice is contained in the **Employer's Forum Guide** or the **Employment Code of Practice** available from the Disability Rights Commission at www.drc-gb.org. Employer's Forum materials can be ordered from Human Resources.

Sickness absence

Disabled staff will be dealt with under the Sickness Absence Management Guidelines but where the disabled person is having time off sick owing to the effects of their impairment consideration should be given to adjustments to the working environment or hours, or provision of equipment to enable the staff member to return to work or continue working. The reasonableness of any adjustment should be assessed based on advice from Occupational Health, or external reports where appropriate.

Capability/poor performance

Reasonable Adjustments must be considered before action is started under the Capability or poor performance procedures. Where the effects of a disabled employee's impairment have a direct impact upon job performance Reasonable

Adjustments that minimise or eliminate the effects upon performance must be discussed, agreed and implemented before poor performance is determined. If Reasonable Adjustments have been made and the individual's performance has still not improved within a reasonable period then the process can be followed through to consider re-deployment or dismissal. The reasonableness of any proposed action will depend on the job, the nature of the impairment and its effects, advice from Occupational Health/external assessment and the co-operation of the disabled employee.