La Trobe University has a positive duty under the *Equal Opportunity Act (2010)* to provide a discrimination free workplace and not unreasonably refuse to accommodate employees with disability.

Disability can include a wide range of issues:

* Medical conditions
* Mental illness
* Sensory impairments
* Mobility issues
* Brain injury.

Adjustments may be permanent or temporary depending on the nature of the disability and the requirements of the individual. Adjustments may include:

* Supply or modification of equipment, furniture or software
* Job redesign, adjustment of work arrangements
* Provision of information in suitable formats.

You are not required to disclose an impairment, health condition or disability in the normal course of employment, but will need to disclose and document a disability if requesting workplace adjustments.

**To request reasonable workplace adjustments:**

1. Complete the ‘Request for Reasonable Workplace Adjustments Form’ with your supervisor.
2. Your supervisor will consider whether the adjustment can be made or if there are reasonable grounds for refusal taking account of all relevant circumstances.
3. If the adjustment concerns equipment, furniture or software, an assessment will be made as to whether your request can be met using existing resources within the University. You or your supervisor may wish to consult [JobAccess](http://www.jobaccess.gov.au/workplace-adjustment), a free service providing workplace solutions for people with disability.
   1. If requests can be met using existing resources, you will be notified and action taken to secure required support (to occur within 5 business days).
   2. If existing resources are not adequate, an application needs to be made to the Employment Assistance Fund, a government program to assist employers make reasonable adjustments. You are required to complete and lodge an application within 5 business days. We advise you to read the [Employment Assistance Fund Guidelines](http://www.jobaccess.gov.au/publication/employment-assistance-guidelines) and/or contact a JobAccess Adviser (1800 464 800) for free, confidential and expert advice.
4. If an EAF application is made, a Workplace Modifications Assessment will be arranged and conducted through JobAccess (timing is dependent on JobAccess).
5. If the EAF application is approved by JobAccess your supervisor will purchase the identified support and lodge the claim for reimbursement.
6. If the application is declined for EAF, the University can choose to support the request with costs being met from your local cost area. Your supervisor will lead this discussion. If approved, you will be notified and the supervisor will purchase the identified support. If declined, you will receive correspondence stating reasons as to why your request was unsuccessful.
7. Once the request is approved or otherwise resolved the completed Request for Reasonable Workplace Adjustments Form will be kept on file by the supervisor and a copy sent to HR for filing on your staff file.

**Process for Requesting Reasonable Adjustments**

Lodge a Request for Reasonable Adjustments form with your manager.

If the request can be met using existing resources, you will be notified and action taken to secure required support

If the EAF application is approved by JobAccess, your manager will purchase the support and lodge the claim for expenses to EAF

If the application is declined, the University can choose to support the request. If approved you will be notified and the manager will purchase the support. If declined you will receive correspondence on the reasons the request was unsuccessful.

Request assessed by manager

If existing resources are not adequate, complete an application to the (government funded) Employment Assistance Fund (EAF) with your manager. Contact a Job Access Adviser for assistance.

A workplace modifications Assessment will be arranged and conducted through JobAccess

When the request is resolved, the Request for Reasonable Adjustments form will be kept on file and a copy send to HR for filing on your staff file.

For further information, or to discuss reasonable workplace adjustments, please talk to your Manager or contact HR Assist through the [service now portal](https://latrobe.service-now.com/).

For information on managing a work-related injury or returning to work after illness or injury refer to the Human Resources uman Resource [Incident and injuries](https://intranet.latrobe.edu.au/safety-wellbeing/incidents) page or the [Injury and illness management](https://intranet.latrobe.edu.au/safety-wellbeing/incidents/injury-illness-management) page.