

Instructor Constraint Guidelines

Level 1 = Requests categorized as level 1 involve medical and religious/human rights necessity. **Requests will be coded and accommodated.**

Note: Confidential requests for medical accommodation must be provided to the Occupational Health Nurse, Linda Brogden, x36264, lbrogden@uwaterloo.ca. Where possible, please arrange an appointment at least two months prior to the scheduling deadline. After she meets with you, she will then verify with your Chair that she has received documentation to support your request. As with any other request for medical accommodation at Waterloo, the Occupational Health Nurse will not share any medical details regarding the accommodation. Only limitations and restrictions will be provided to the Chair to ensure that the accommodation is met.

Note that ongoing medical accommodation may require annual updating of supporting documentation.

Level 2 = Requests categorized as level 2 include some medical considerations, some family care scheduling considerations and some competing academic or administrative commitments. **These requests will be coded and all reasonable efforts will be made to accommodate.**

Level 3 = Requests categorized as level 3 include personal preferences, logistic issues and travel arrangement considerations. **These requests will be coded by your Departmental Scheduling Rep in the DCU and will be accommodated if possible.**

<i>REQUEST</i>	<i>SOME EXAMPLES of REQUEST DETAILS</i>	<i>LEVEL</i>
MEDICAL	Occupational Health will ensure that established protocols with respect to accommodation on medical grounds will be followed. An instructor has a reported medical condition which restricts their ability to teach at certain times or building location.	1
RELIGIOUS	Religious, Disability or other documented Human Rights requests will be accommodated. Questions regarding Human Rights requests can be addressed to Director of the Equity Office, Mahejabeen Ebrahim at mahejabeen.ebrahim@uwaterloo.ca	1
FAMILY	Child, partner or elder care where there are medical or logistical conditions – denial of request would result in considerable difficulties/hardship if not accommodated due to extenuating circumstances.	2
ACADEMIC	Regular research meetings with collaborators from around the world are scheduled for specific times due to time zone differences.	2
ACADEMIC	Must travel to Toronto on Tuesdays for approved academic related work and therefore cannot teach Friday due to academic related travel.	2
ADMINISTRATIVE	Instructor is a member of uWaterloo committee with regularly scheduled meetings.	2 or 3
FAMILY	Child care, partner care and elder care – request is of a preferential or convenience in nature	3
ACADEMIC	Instructor requests classes at a specific time for personal time management reasons	3
ACADEMIC	Instructor requests teaching on certain days as personal preference	3
TRAVEL	Commuter related request – request is of a preferential or convenient nature	3