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- 7.1.2 if they are not subject to a Collective Agreement, the Employee must submit their appeal to the Responsible Executive in accordance with the appeal process set out below.
- 7.2 The Responsible Executive will be responsible for all appeals of decisions about Accommodation. The Employee will have the opportunity to provide written submissions to the Responsible Executive, including:
  - 7.2.1 a statement of the Accommodation being requested and any supporting information as to why the Employee believes a reasonable Accommodation is possible; and
  - 7.2.2 a copy of the reasons for the Accommodation decision.
- 7.3 The Responsible Executive may consult and request information from the Supervisor, Human Resources, and any other relevant person at UBC with respect to the Accommodation request.
- 7.4 The Responsible Executive will consider all relevant information and documentation received.
- 7.5 If a reasonable Accommodation is identified, the Responsible Executive will notify the Employee, Supervisor, and Human Resources, in writing.
- 7.6 If the Responsible Executive determines that there is no reasonable Accommodation, it will advise the Employee in writing and provide reasons for this determination