Reasonable Adjustments

Employee develops condition that requires reasonable adjustments (they may be off sick) and tells employing manager

The centurion manager might need to restrict the employee's duty at this stage

Employing managers starts reasonable adjustment process in SAP and contacts OH and PMA as necessary

Employing manager arranges individual work place risk assessment and personal emergency evacuation plan with lead assessor for staff member (contacts SQE if help needed.

As required, PMA provides information on fitness standards, medical assistance programmes, alternative duties and so on.

Employing manager fully consults staff member on all options and updates SAP accordingly.

Is a local reasonable adjustment possible?

YES

NO

Employing manager updates SAP and arranges a case conference with the member of staff, a PMA and a representative.

For Operations only: Can Operational Resourcing offer a network wide adjustment?

NO

YES

Redeployment

Job adjustment can be made (SAP can prompt manager to review after specific time)

Non operational – Contact HRS

Operational – Centurion Administrator

All adjustments logged in SAP