

Fact sheet

# Funding reasonable adjustments

This fact sheet should be read in conjunction with the [Reasonable adjustments procedure](#)

## Funding reasonable adjustments

Many reasonable adjustments are minor changes to the work environment (for example, using a footstool) or a change to how an employee performs their role (for example, taking regular breaks; changes to work hours). More expensive adjustments may include the purchase of specialist equipment or major changes to the work environment to increase accessibility.

The employer, should where it is necessary and reasonably practicable to do so, make modifications and adjustments to the workplace or the role to meet the individual needs of an employee.

## It has been determined that an employee in my work unit/school requires a reasonable adjustment. Who funds the adjustment?

Wherever possible, the reasonable adjustment is funded through the local budget of the work unit or school.

The regional senior injury management consultant is able to provide advice to managers, principals or supervisors to help source alternative funding sources for reasonable adjustments within and external to the department.

Alternative funding sources could include:

- Commonwealth Government programs and initiatives, for example, JobAccess;
- Local government or other state agencies' programs and initiatives;
- Assistance from external organisations given to the employee; and
- The department's budget.

## What if we cannot fund the reasonable adjustment from our local budget or through alternative funding sources?

If the reasonable adjustment cannot be funded from the local budget and no alternative funding sources were identified, the regional Senior Injury Management Consultant will refer the request to the Director HR for consideration against the criteria for [unjustifiable hardship](#).

All decisions to deny a reasonable adjustment on the grounds of unjustifiable hardship will be reviewed by the Director, Health, Safety and Wellbeing.

## What are examples of when reasonable adjustment would not be considered reasonable?

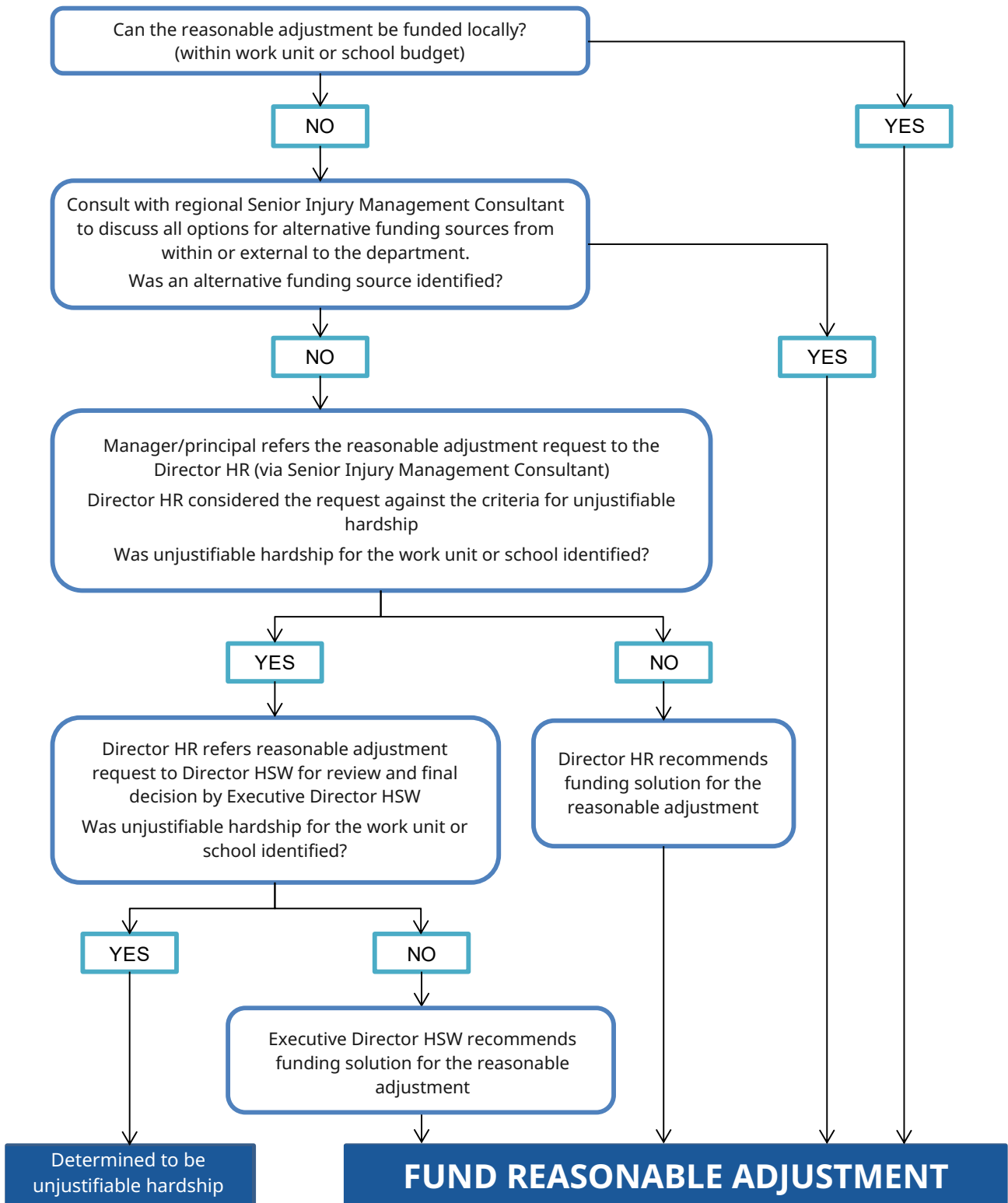
- It imposes unjustifiable hardship on the employer;
- The employee would be unable to perform the inherent requirements of the role, even with reasonable adjustments;
- It involves assigning inherent components of the role to another employee;
- It involves creating a new or different job.

## Employee's requirement to provide medical information

Employees should discuss the requirements of their role with their treating doctor to identify any restrictions they may have in the workplace. They should then provide this current medical advice to their manager, principal or supervisor to support their request for a reasonable adjustment. This is a personal health expense for the employee.

If a manager, principal or supervisor has any concerns about the restrictions claimed in the treating doctor's medical advice or the reasonable adjustments request is potentially contentious, the manager, principal or supervisor should discuss the case with their claims management team or Senior Injury Management Consultant.

## Funding reasonable adjustments: Process flowchart



For further information, please contact your [Regional Injury Management Team](#)