Disability Reasonable Adjustments Agreement

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| **Employee & manager details** | | | | |
| **Employee name:** | **Employee name** | **Role:** | **Role** | |
| **School/Service:** | **School/Service** | **Manager name:** | **Manager name** | |
| **Purpose of the agreement** | | | | |
| This is a record of reasonable adjustments agreed between an employee with a disability and their manager. The purpose of this agreement is to:   * Ensure that both the employee and the University have an accurate record of what has been agreed. * Minimise the need to renegotiate reasonable adjustments if the employee changes role or is assigned a new manager; * Provide the employee and their manager the basis for discussions about reasonable adjustments at future meetings.   This agreement should be reviewed, and may be amended as necessary:   * at any regular one-to-one meeting; * at a return-to-work meeting following a period of sickness absence; * at a mid or end-of-year review discussion; * before a change of role, duties, location, working hours or way of working; * before or after a change in circumstances for the employee or the University. | | | | |
| **Details of the employee’s disability** | | | | |
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| **How the employee’s disability impacts them at work** | | | | |
| **Agreed reasonable adjustments** | | | | |
| **Adjustment** | | **Date implemented** | | **End date (if applicable)** |  |  |  |
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| **Employee declaration** | | | | |
| * The above details are correct. * I will let my manager know if there are any changes to my condition that have an effect on my work and/or if the agreed adjustments are not working. * A copy of this form may only be given to a new manager with my consent. | | | | |
| **Employee’s signature and date:** | | Employee signature and date | | |
| **Manager’s signature and date:** | | Manager signature and date | | |
| For details on how personal data is processed, please view the [Staff Privacy Notice](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx). A copy of this form should be sent to the HR team to place onto the employee’s file. | | | | |