Disability Reasonable Adjustments Agreement

|  |
| --- |
| **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** |
|  |
| **How the employee’s disability impacts them at work** |
| **Agreed reasonable adjustments**  |
| **Adjustment** | **Date implemented** | **End date (if applicable)** |  |  |  |
|  |  |  |  |  |  |
| **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. |