

Inclusive Accommodation Plan Template



Types of Accommodations

Physical: Tangible changes to the workspace or equipment.

Ex. Standing desk, specialized chair, wider isles for wheelchair use.

Technical: Use of tools, software, or technology to support access

Ex. Screen magnification tools, speech-to-text software, ergonomic mouse.

Process: Changes to how, when, or where work is done.

Ex. Modified work assignment, additional time for tasks or breaks.

Employee Information

Employee Name: _____

Position Title: _____

Start Date: _____

1 - Accommodation Need and Support

Accommodation			
Type of Support	Physical	Technical	Process
Description of Support			
Staff Responsible			



Questions, adjustments, or accommodations needed?

Contact Supervisor/HR Contact Name: _____

Phone/Email: _____

2 - Accommodation Need and Support

Accommodation			
Type of Support	Physical	Technical	Process
Description of Support			
Staff Responsible			

3 - Accommodation Need and Support

Accommodation			
Type of Support	Physical	Technical	Process
Description of Support			
Staff Responsible			



Questions, adjustments, or accommodations needed?

Contact Supervisor/HR Contact Name: _____

Phone/Email: _____

Review Schedule

Initial Review Date: _____

Follow-Up Review Dates: _____

Notes:



Questions, adjustments, or accommodations needed?

Contact Supervisor/HR Contact Name: _____

Phone/Email: _____