

## Employment

The Township of Carlow/Mayo is committed to fair and accessible employment practices.

The Municipality will take the following steps to notify the public and staff that, when requested, will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- The following provision shall be included in all future employment advertisements;

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Municipal Clerk.

- All job and/or recruitment advertisements whether online, in print or internal shall be reviewed by Clerk prior to posting.

Adaptation of the job, including adjustment and modification of machinery and equipment and/or modification of the job content, work organization and the adaptation of the work environment to provide access to the place of work and working time to facilitate the employment of individuals with disabilities.

The Township of Carlow/Mayo will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to disability.

- An individual accommodation plan process policy has been developed for the creation of accommodation plans. The accommodation plan shall include provisions for adaptation of the job, including adjustment and modification of machinery and equipment and/or modification of the work hours, and the adaptation of the work environment to provide access to the place of work to facilitate the employment of individuals with disabilities.
- Return-to-work process and plan policies have been developed including situations where the employee is absent under provisions XIV of the Employment Standards Act.

The Township of Carlow/Mayo will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account if it is issuing performance management, career development and redeployment processes.

- When conducting performance reviews, supervisors shall take into account the effectiveness of measures for disabled persons and take steps to improve the effectiveness of these measures, where necessary. Example – Visual impairment and the ability to be employed for evening duties.
- When providing training services and/or career opportunities, the Township of Carlow/Mayo shall take account of the venue accessibility for workers with disabilities.

Reviewed March 2021 by – A. Cox, Clerk