



## **POLICY STATEMENT**

In providing good employment standards the Township of North Glengarry shall use reasonable efforts to ensure that policies, practices, and procedures are consistent with the following principles:

**1. Recruitment:**

The Township of North Glengarry will notify its employees and the public about the availability of accommodations for applicants with disabilities in its recruitment process.

**2. Recruitment, Assessment or Selection Process:**

The Township of North Glengarry will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

**3. Notice to Successful Applicants:**

When making offers of employment, the Township of North Glengarry will notify the successful applicant of its policies for accommodating employees with disabilities.

**4. Informing Employees of Supports:**

The Township of North Glengarry will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provisions of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

**5. Accessible formats and communication supports for employees:**

Upon the request of an employee with a disability, the Township of North Glengarry will consult with the employee to provide, or arrange the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees.

In determining the suitability of an accessible format or communication support, the Township of North Glengarry will consult with the employee making the request.

## 6. Workplace Emergency Response Information:

The Township of North Glengarry will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if the Township of North Glengarry is aware of the need for accommodation due to the employee's disability. The Township of North Glengarry will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Township of North Glengarry will, with the consent of the employee, provide the workplace emergency response information to the person designated by the Township of North Glengarry to provide assistance to the employee.

The Township of North Glengarry will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed, and when the Township of North Glengarry reviews its general emergency response policies.

## 7. Documented Individual Accommodation Plans:

The Township of North Glengarry will continue to maintain a written process, for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

## 8. Return to Work Process:

The Township of North Glengarry will maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process will outline the steps the Township of North Glengarry will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (ie., Workplace Safety Insurance Act, 1997).

## 9. Performance Management, Career Development and Advancement & Redeployment:

The Township of North Glengarry will continue to take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

## DEFINITIONS

“Disabilities” shall mean the same as definition of disability found in the Ontario Human Rights Code.

“Employees” shall mean every person who deals with members of the public or other third parties on behalf of the Township of North Glengarry.

“Persons with Disabilities” shall mean those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

## FEEDBACK

Feedback gives the Township of North Glengarry opportunity to learn and improve. The Municipality encourages individuals to make suggestions on ways to improve our services and recognize the right of customers’ to make a complaint.

1. Individuals are invited to provide their feedback as follows:

In writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) addressed to:

**Clerk, Township of North Glengarry**  
**90 Main Street South, Alexandria, Ontario, K0C 1A0**  
**Email: [cao@northglengarry.ca](mailto:cao@northglengarry.ca)**  
**Phone: 613-525-1110**  
**Fax: 613-525-1649**

2. The Clerk will respond either in writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) acknowledging receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.

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