



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

POLICY ON ACCOMMODATING SPECIAL NEEDS

Purpose:

The staff and Council of the United Townships of Head, Clara & Maria recognize that there may be times when employees will have special needs that require accommodation. This policy provides guidelines on how the Council of the Municipality will handle accommodation requests.

Policy:

1. To ensure equality of opportunity for all employees, the Municipality will work with you to accommodate your individual needs.
2. While these needs will vary depending on the circumstances, some of the measures we may offer include:
 - (a) assistance through the Employee Assistance Program;
 - (b) personal days;
 - (c) alternative work arrangements such as flextime, compressed work weeks and telecommuting; and
 - (d) accommodating persons with disabilities in a manner that respects their dignity and helps maximize their contribution to the Municipality.
3. There may be times when we will require written information from you regarding your needs, including any restrictions or limitations you may have.
4. You are expected to take responsibility for your own accommodation needs and to work with us to explore possible solutions.
5. There may be times when we will need to obtain an expert opinion to assess your accommodation requirements, such as

having you attend an independent medical examination. We expect you to cooperate in this process.

6. We will select the accommodation method that is least disruptive to our business and balances the needs of all employees.
7. Once an accommodation plan has been implemented, we expect you to meet any agreed upon performance and job standards.
8. We expect you to continue to work with us on an ongoing basis to evaluate the accommodation plan and determine whether it is still required.