

Human Resources Corporate Policies and Procedures			
TOWN OF PETAWAWA			POLICY #: A-03-12
POLICY: Employee Notification			
DATE: JULY 2013	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 1

PROCEDURE:

The following applies to **employee notification**:

The Town of Petawawa shall inform its employees of the policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability:

- (a) As required, to new employees as soon as practicable after they begin their employment.
- (b) Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.