

# **Township of Montclair**

## **Policy Statement on People with Disabilities**

To All Employees:

The Township of Montclair's Policy Statement on the employment of individuals with disabilities, special disabled veterans, veterans of the Vietnam Era, and Americans with disabilities is prominently posted on bulletin boards throughout the Township. As a reaffirmation of our commitment to equal opportunity for all employees and applicants for employment, this important statement is being re-distributed to all employees.

As noted in our policy statement, we have prepared and maintain an Affirmative Action Program directed toward people with disabilities, special disabled veterans, veterans of the Vietnam Era, and Americans with disabilities. Definitions of the classifications of persons covered by this program are listed under Section 8, Exhibit B, (Employee Voluntary Self-Identification Classifications).

Employees who believe themselves to be covered by one of the definitions and wish to be considered under our Affirmative Action Program are invited to voluntarily identify themselves by filling out the Employee Voluntary Self-Identification form. Failure to provide the information will not subject an employee to any adverse treatment. The information submitted will be kept confidential and used only for Affirmative Action purposes.

While self-identification under any of the four categories will not accord you preferential treatment with regard to training or advancement opportunities, the objective of the Affirmative Action Program is to ensure equal opportunity for employment, and to provide reasonable accommodations for the physical and/or mental limitations of covered employees and applicants for employment.

Employees claiming coverage as a Special Disabled Veteran, or a Veteran of the Vietnam Era will be required to furnish a copy of their DD-214 and/or Veterans Administration Certificate to verify eligibility.

  
Township Manager