

**Administrative Policy 006 –
New Hire Accommodation Policy**

Date Issued: August 9, 2013

Last Revision: April 1, 2024

1. Purpose

To address the possible accommodation needs of all newly hired employees and to ensure newly hired employees are aware of the inclusive culture of LECA.

2. Application

This policy applies to all LECA managers and newly hired employees.

3. Requirements

Managers shall inquire about any accommodation needs required by newly hired employees during new hire orientation. Managers shall inform newly hired employees about accessibility policies and the resources available to them, and discuss accessibility requirements and issues that may not be covered in the new hire form letter.