

Employment of disabled people

“Disabled people are a fabulous untapped talent pool of loyal and committed employees. They bring a perspective that can help transform an organisation’s culture, client relations and performance for the better.”- Lead Toolkit

Myths

There are many myths that people may hold about disabled people and their employment. These include:

- it’s costly or a hassle to accommodate disabled people
 - many accommodations are simple, free, or inexpensive
- disabled people don’t want to, or cannot work
 - 75% of disabled people want to work, and can with the right support
- disabled employees are a greater health and safety risk
 - evidence shows that disabled employees encounter less health and safety issues.

Employment policy

MSD has a range of policies that support the employment of disabled people, including:

- [Reasonable Accommodation in Employment Policy](#)
 - [Reasonable Accommodation in Employment Guidelines](#)
- [Flexible Working Policy](#)
 - [Flexible Working Guidelines](#)

It’s important to use the right policy in the right situation. The process for selecting the correct policy is:

1. The employee and manager should talk to discuss options for meeting the employee’s needs.
2. If adjustments in the physical workplace, or adaptive equipment will meet the employee’s needs (eg switching off lights, a better chair or monitor), then use the Reasonable Accommodation in Employment Policy.
3. If changes in the employee’s hours of work or location will help, then use the Flexible Working Policy.

Lead Toolkit

The Lead Toolkit is a “valuable resource for employers, leaders, managers and human resource professionals to create an inclusive and welcoming environment for disabled people.”.

You can read more about the [Lead Toolkit on MSD’s website](#).

To complement the Lead Toolkit, [single topic resources or resources for line managers](#) have been developed. These include:

- [Interviewing disabled people](#)
- [Practical tips for people managers](#)
- [Retaining existing employees - Advice for Line Managers](#).

Reference guides

These Reference Guides, alongside the [Accessibility Guide](#), will support you to deliver appropriate communications for disabled people.

- [Checklist for plain language](#)
- [Checklist for individual projects](#)
- [Disability etiquette](#)
- [Disability language - words matter](#)
- [Supported decision making](#).

MSD Internship Coordinator

MSD’s Internship Coordinator supports disabled tertiary students to access Public Service internship and graduate programmes. This is part of the Lead Programme of work.

This work has two parts:

- working with internship/graduate programme managers
- working with students.

This work involves building relationships with:

- tertiary disability services

- external organisations
- Employment Service Providers.

Building these relationships ensures the programme is as effective as possible.

The Internship Coordinator works with almost 40 internship/graduate programmes across the Public Service. Working with internship/graduate programme managers, the Internship Coordinator:

- ensures application processes are accessible and welcoming
- ensures students have all the relevant information they need throughout the process
- builds their disability confidence
- integrates disabled students into internship/graduate programmes
- provides information and support on reasonable accommodation.

The Internship Coordinator works with disabled students to:

- discuss challenges, misconceptions, and what barriers may be present
- deliver presentations on campus about upcoming opportunities
- improve work-readiness through advice on CVs, cover letters, and interview skills
- act as a liaison with recruiters and programme managers
- identify potential reasonable accommodations and supports
- ensure students receive an appropriate induction
- provide ongoing support throughout their placement.

Support for students can range from providing information on opportunities, to more intensive levels of support. This has involved supporting students with areas such as completing applications, practice for interviews, and communicating with recruiters and programme managers.

Contact the Internship Coordinator Out of scope

Support Funds

Support Funds can be used to cover the cost of certain accommodations for the employment of disabled people, such as:

- equipment
- interpreter services for New Zealand Sign Language (NZSL)
- a support person
- transport
- awareness training
- a job coach
- a 'productivity allowance'
- workplace modifications.

Expectations to be covered by Public Service employers:

- Large monitors
- Standing desks
- Ergonomic chairs
- Footrests
- Head-sets
- Keyboard, including large print keyboards and ergonomic keyboards
- Parking.

You can read more on the [Support Funds website](#).

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