

# Employment Support Plan

While most employees with disability will not require major adjustments or modifications to the workplace, some will. If an employee needs support to settle into or maintain their job long-term, an Employment Support Plan can be useful to outline the types of support available through Disability Employment Services (DES).

The plan outlines employer and employee assistance to address any disability-related issues that could affect work performance or long-term job retention. Employers should keep a copy of this plan on the employee's HR file for future reference.

A good Employment Support Plan takes both the employee and employer's needs into account. It clearly outlines the nature of support the employee may need at various stages of their employment.

Please see the suggested template below:

## Employee Details

Name	
Job title	
Employer	
Job location	
Job start Date	

## DES Provider Details

Provider name	
Consultant	
Alternative DES contact	
Address	
Phone Number	
Email	
Website	

(Name of DES) agrees to provide the following support to (Name of Employee) upon commencement of their employment:

### Induction/Onboarding

Action (clearly specify)	Person responsible	Frequency/Duration

### Probation Period

Action (clearly specify)	Person responsible	Frequency/Duration

### Retention /Career Development

Action (clearly specify)	Person responsible	Frequency/Duration

Agreement Date \_\_\_\_\_

Agreement Review Date(s) \_\_\_\_\_

### Signatures

DES Provider (name) \_\_\_\_\_

Employee (name) \_\_\_\_\_

Employer (name) \_\_\_\_\_