

Religious Accommodation

The College supports the principles of inclusiveness, diversity, and equal employment opportunity. In accordance with Title VII of the Civil Rights Act of 1964 the college will make a good faith effort to provide a reasonable accommodation of an employee's sincerely-held religious belief that conflicts with a specific work task or requirement, unless such an accommodation would create an undue hardship.

Employees shall direct requests for religious accommodation as follows:

- Level 1: Employees will direct basic requests for religious accommodation to their direct supervisor.

Example: Employee requests to use a vacation day to attend a religious ceremony.

- Level 2: Complex requests will be directed by the employee or supervisor to the Human Resources Employee Relations department.

Example: Employee requests a significant schedule change to accommodate weekly religious observance on Friday of each week.

Supervisors are encouraged to work with employees to ensure that both the needs of the employees and the College are met. Employees and supervisors with questions may contact Employee Relations at (801)957-4212 for assistance.