

Section: EEO/AA
Subject: Reasonable Accommodations - Religion
Number: HR 3020

I. Institutional Regulations

The College shall provide reasonable accommodation to the known religious observance or practice needs of applicants for employment or employees unless the accommodation would constitute an undue hardship on program operations. Religious needs shall be based on religious observances or practices.

II. Procedure

- A. Religious accommodations generally relate to work schedule conflicts, but may also involve such issues as dress or grooming accommodations and medical examination accommodations.
- B. In the case of work schedule conflicts, the College shall make every effort to accommodate an employee's needs. The College provides paid Vacation and Personal Business Leave and Leave Without Pay which may be requested for these purposes.
- C. Applicants and employees are responsible for making their religious needs known to the College if they wish to request a reasonable accommodation.
 - 1. For employees requesting use of Vacation or Personal Business, leave shall be requested according to procedures established by the supervisor and reported on Employee Web. Leave Without Pay shall be requested on a Request for Leave form (P-21).
 - 2. For other types of accommodations, a written request shall be required. The request shall be submitted to the employee's supervisor or the applicant's hiring authority.
- D. Supervisors and hiring authorities shall review accommodation requests and evaluate their reasonableness.
 - 1. When more than one accommodation is possible, the College may select the one involving the least hardship.
 - 2. The decision on the accommodation request shall be provided to the applicant or employee in writing no more than 10 working days from the date of the receipt of the request. If a request is disapproved, the decision must be reviewed by the Affirmative Action Officer before the applicant or employee is notified.
 - 3. If the applicant or employee believes that the accommodation decision constitutes a violation of College policy on EEO/AA, s/he may file a complaint through the College Discrimination Complaint Procedure. Complaint forms and instructions may be obtained from the DMACC web site, the Affirmative Action Officer, Human Resources, campus Provosts' offices, and Academic Deans' offices.

APPROVED:



Executive Director, Human Resources

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