

Policy: Religious Accommodation	Policy No: I-4.11
Policy Owner(s): Human Resources	Original Date: 10/5/2022
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- I. **POLICY:** John Carroll University (“the University”) does not tolerate religious discrimination against employees and is committed to diversity and inclusion in relation to fostering non-discrimination based on religion and providing [religious accommodations](#) as appropriate. Consistent with the mission, vision and values of the University and federal and state law, the University will attempt to make, upon request, reasonable accommodations to resolve conflicts between employees’ religious practices and work-related requirements, unless doing so imposes an [undue hardship](#) on the University.

- II. **PURPOSE:** The purpose of this policy is to create a process for reviewing requests for reasonable religious accommodations. Employees or job applicants can use this process to request accommodations to address conflicts between their religious practices and work-related requirements or policies of the University.

- III. **SCOPE:** All employees and job applicants of John Carroll University

- IV. **DEFINITIONS:**

Religious Accommodation Official: (or Accommodation Official) A member of the Human Resources Department, in consultation with the Provost Office, is the Religious Accommodation Official who engages in an interactive process with an individual seeking an accommodation.

Religious Accommodation: Any change or adjustment to a job or work environment that adequately addresses a conflict between an employee’s [sincerely held religious belief](#) and a University work-related requirement or University policy. For an accommodation to be reasonable, it must not constitute an undue hardship to the University. Examples of accommodations may include:

 - Providing an employee with a time and place to pray
 - Permitting flexible scheduling

- Permitting employees to wear certain religious garb, beards, or hairstyles that would otherwise be contrary to uniform or personal appearance guidelines.
- Granting leave/vacation requests for religious observances

Sincerely Held Religious Belief: Sincerely held religious beliefs include theistic beliefs as well as non-theistic moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views. Sincerely held religious beliefs can originate not only from traditional, organized religions such as Christianity, Judaism, Islam, Hinduism, and Buddhism, but also religions that are new, uncommon, not formally organized, followed by a small number of people. An employee's belief or practice can be "religious" even if the employee is affiliated with a religious group that does not espouse or recognize that individual's belief or practice.

Undue Hardship: A request for accommodation that would require John Carroll University to bear more than a minimum burden on the operation of the University.

V. PROCEDURES:

A. Requesting a Reasonable Accommodation:

1. An employee may request a [Religious Accommodation](#) by completing the Religious Accommodation Request Form (attached to this policy) and submitting it to the [Religious Accommodation Official](#). While not required, the employee may choose to provide any supporting documentation of a [sincerely held religious belief](#) and/or any additional information that they believe may be of assistance as the [Accommodation Official](#) reviews the request. The [Accommodation Official](#) may reach out for additional documentation or information about the employee's accommodation request.

2. [Religious Accommodation](#) requests may be made verbally to the individual's supervisor. If a request is made verbally, the supervisor will refer the employee to the [Accommodation Official](#). The [Accommodation Official](#) will request that the individual then complete the Religious Accommodation Request Form.

3. An applicant seeking a [Religious Accommodation](#) to participate in the application process may contact Human Resources for assistance. The University will not discriminate against or disqualify an applicant based on

this request for religious accommodations.

B. Interactive Process: Once a Reasonable Accommodation request is made, the individual requesting the accommodation and the [Accommodation Official](#) will engage in a collaborative, interactive process in order to identify the individual's workplace accommodation needs. The [Accommodation Official](#) will:

1. Discuss the needs with the individual who made the request, including any preferences the individual has as to what type of [Religious Accommodation](#) they receive.
2. Contact the individual's supervisor, when necessary, for questions regarding the job duties and any requested or proposed Religious Accommodations; and
3. Determine an appropriate [Religious Accommodation](#), and communicate that determination to the individual and to the supervisor. While employee or applicant requests as to accommodations will be considered, the [religious accommodation](#) granted will be determined by the University, and may be an alternative accommodation from the one requested.
4. Each request for a [religious accommodation](#) is evaluated on a case-by-case basis to determine if the accommodation is reasonable or would create an [undue hardship](#) on the University.

Examples of an [undue hardship](#) may include but are not limited to:

- Having the University permanently pay overtime to another employee or hire another full time employee
- Having the University deny other employees of their scheduled shifts and positions of employment.
- Having the University violate state or federal law
- Having the University endanger the health or safety of other employees
- Having the University compromise the image or reputation of the University or require action that would be inconsistent with or denigrate the University's Jesuit Catholic identity.

C. Resources for Issues or Concerns: Issues or concerns about religious accommodations can be directed to the Human Resources Department.

VI. CROSS REFERENCES

Non-Discrimination, Non-Harassment, and Bias-related Incident Policy

VII. ATTACHMENTS:

[Religious Accommodation Form](#)