HEALTH SCIENCE CENTER

RELIGIOUS ACCOMMODATIONS
Flow Chart

STEP 1

Religious Accommodation Request is received by the Office of Compliance (OC).

STEP 2

OC reviews request that may include a face-to-face meeting with the requesting individual.

STEP 2A

If the religious request is not reasonable, the individual will receive correspondence explaining the religious accommodation denial.

STEP 3

If the accommodation request **does meet** university policy specifications, OC will work with the manager/ supervisor and the employee in an interactive process.

INTERACTIVE PROCESS

STEP 4

Assurance Officer meets with the requesting individual, HR Employee Relations (i.e., employee) or college assistant/ associate dean (i.e., student), and the appropriate administrative authority to determine what accommodations are needed and determine any undue hardships that may occur. (The religious accommodation process for students and employees are different.)

STEP 4A

If an accommodation is **not possible, document** and send appropriate correspondence to requesting individual and administrative authority.

STEP 5

Implement accommodation as agreed upon during interactive process.

STEP 6

Document parameters of the agreed upon accommodation. Send correspondence to requesting individual and administrative authority.

Note: *This correspondence must include the signature of administrative authority.*

REQUEST FORM LINKS:

Employee Religious Accommodation Request Form

Student Religious Accommodation Request Form