
Policy #	xxxx #.#
Policy Title	Religious Accommodation
Policy Owner:	Director of Human Resources
Responsible Office(s):	Human Resources
Current Revision:	April 7, 2021

A. POLICY STATEMENT

Converse is committed to providing equal employment opportunities and a work environment that is free of unlawful harassment, discrimination, and retaliation. As such, Converse will make good faith efforts to provide reasonable Religious Accommodations and is committed to complying with all laws protecting employees' religious beliefs and practices as well as building and maintaining a welcoming and inclusive work environment.

B. PURPOSE

Converse respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on Converse's business.

C. SCOPE

All employees: Faculty, Staff, Graduate Assistants, and Student Employees.

D. DEFINITIONS AND ACRONYMS

Religion: All aspects of religious observance and practice, as well as belief.

Religious Accommodation: A reasonable change in the work or academic environment or schedule that enables an individual covered by this Policy to practice or otherwise observe a sincerely held religious practice or belief without Undue Hardship on the University. It can also include any necessary modification to a University policy, procedure, or other requirements for a covered individual's Religious Beliefs, observance, or practice provided such accommodation is reasonable and does not cause an Undue Hardship.



Religious Beliefs: Religious Beliefs include moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views. They include theistic as well as non-theistic beliefs.

Religious Practices: A religious practice is one motivated by a sincerely held religious belief, not any secular purpose. Certain practices may have both secular and religious motivations, which may require a case-by-case inquiry as to the purpose behind the practice.

Undue Hardship: Imposition of more than a de minimis cost on the University's operations, which may include those requests that are costly, compromise workplace safety, decrease workplace efficiency, infringe on the rights of other employees, or require other employees to do more than their fair share of the potentially hazardous or burdensome work.

Supervisor: the supervisor of record or appropriate authority (examples may be President, Vice President, Chair, Dean, Manager etc.).

E. POLICY

Converse will provide an exemption/reasonable accommodation for employees' religious beliefs and practices, provided the requested accommodation is reasonable and does not create an undue hardship for the Converse or pose a direct threat to the health and/or safety of others in the workplace and/or to the requesting employee.

F. PROCEDURES

Requesting a Religious Accommodation

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with Converse's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written [request for the accommodation](#) to his or her immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

Providing Religious Accommodation

The immediate supervisor will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on Converse's business. An accommodation may be a change in job, using paid leave or leave without



pay, allowing an exception to the dress and appearance code that does not affect safety requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the supervisor may confer with his or her manager and with the Human Resource director.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he or she may appeal following Converse's general grievance policy.

G. RELATED RESOURCES

[Staff Handbook](#) to see the Harassment Policy.

[Faculty Handbook](#)

[Religious Accommodation Request Form](#)

H. HISTORY

REVISION DATE	APPROVAL BODY	REVISION SUMMARY
April 27,2021	Cabinet	

