

Religious Accommodation in the Workplace Policy

Goucher College is committed to supporting equality of opportunity for all employees, student employees, and applicants for employment by affirming the inclusiveness of our community. This commitment includes embracing religious diversity. As part of this commitment, the college will make good faith efforts to provide a reasonable accommodation of an employee's sincerely held religious belief. A reasonable religious accommodation is a change in the work environment or in the way tasks or responsibilities are customarily performed that enables an applicant for employment or employee to participate in his/her religious practice or belief without undue hardship to the conduct of Goucher College's business or operation. Goucher will adhere to all applicable federal and local laws, regulations, and guidelines with respect to providing reasonable religious accommodations in the workplace.

Human Resources will work with applicants for employment who may need a religious accommodation in order to participate in the selection process. Any information that applicants provide will be treated confidentially and maintained separately from application materials.

An employee whose sincerely held religious beliefs or practices conflict with his/her work schedule, college policy or practice, or with other aspects of employment, and who seeks a religious accommodation, must complete and submit a Religious Accommodation Request Form to the Office of Human Resources.

Supervisors are responsible for notifying Human Resources of any request for a religious accommodation brought to their attention. If the employee has not requested an accommodation and the supervisor believes that the employee may need an accommodation, the supervisor should share this information with Human Resources. Supervisors are not authorized to grant or deny accommodation requests, but will be included in conversations about the reasonableness of granting the requested accommodation.

Upon receipt of the employee's request for a religious accommodation, Human Resources will engage in an interactive process with the employee in order to determine a reasonable accommodation. Human Resources will consult with the department supervisor and may consult with other offices, such as the Office of the Chaplain, as necessary.

What constitutes a reasonable religious accommodation will be determined on a case by case basis, utilizing input from the employee and the supervisor. Human Resources is responsible for documenting all religious accommodation requests, as well as implemented accommodations.

Once a reasonable religious accommodation has been agreed upon as noted above, supervisors are responsible for implementing the accommodation. Supervisors are also responsible for monitoring the effectiveness of the accommodation, in consultation with the employee and Human Resources.

If the employee rejects the proposed accommodation, or if the requested religious accommodation is denied, he/she may file a complaint under the college's Nondiscrimination Policy. Applicants for employment should direct complaints to the Title IX Coordinator.

The college is not required to provide a reasonable accommodation if providing the accommodation would impose undue hardship to the college. An accommodation would create an undue hardship to the college if the accommodation diminishes efficiency in other jobs, infringes on other employees' or students' rights or benefits, impairs workplace safety, or causes co-workers to carry the accommodated employee's share of potentially hazardous or burdensome work. Factors that will be considered in making this determination include the nature of the accommodation requested, the duration of the request, alternative accommodations, the financial impact of granting the accommodations, the impact on the operation of the department or unit, and the ability of the individual to perform essential functions of the position if the accommodation is granted. Human Resources will consult with the Office of General Counsel before denying a request for a religious accommodation.

No person who has requested a religious accommodation shall be subject to intimidation, threats, coercion, or discrimination for requesting such accommodation. Complaints of such retaliation or interference may be filed and processed under the college's Nondiscrimination Policy.