

Religious Accommodation Policy



Effective Date: 11/14/2023

POLICY SCOPE:

The Town of Stow respects the religious beliefs and practices and will make reasonable accommodations on the basis of a sincerely held religious belief or practice for employees, so long as the reasonable accommodation does not impose an undue hardship, danger, or liability for employees or residents in the Town of Stow.

APPLICABILITY:

This policy applies to all employees who may require a reasonable accommodation for a sincerely held religious belief, including full-time and part-time employees, temporary employees, probationary employees, seasonal employees, per diem, on-call, contractual employees, and applicants.

DEFINITION:

Religion: Religion is defined by Title VII of the Civil Rights Act of 1964. Religion includes traditional, organized religions as well as religious beliefs that are new, uncommon, not part of a church sect, or only held by a small number of people.

POLICY DESCRIPTION:

Employees who are hindered in the practice of their religion by workplace policies may request reasonable accommodations of their religious beliefs or practices. Examples of potential reasonable accommodations may include:

- Time for prayer during the workday.
- Time off for religious holidays to allow for attendance at religious services.
- Modifying dress code, such as to allow special head coverings, facial hair, etc.

The Town of Stow will engage in the interactive process with employees to determine if there is a reasonable accommodation available that will not impose an undue burden on the Town. Employees who are granted a reasonable religious accommodation must be able to perform all essential functions of their position.

PROCEDURE:

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with a Town of Stow 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 the

Assistant Town Administrator/Human Resources Director. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

- Any employee whose observance of a Religious Holiday or Holy Day requires their absence from work may take the time using vacation or personal time if available, or may take the time off without pay.
- An employee who plans to be absent from work on a Religious Holiday or Holy Day be required to notify his/her Department Head at least one week in advance.

The Town prohibits retaliation against an employee for requesting a religious accommodation, participating in an approved accommodation, or otherwise engaging in protected conduct under this policy. Any person who violates this anti-retaliation provision may be subject to disciplinary and/or corrective action.