Series 4000: District Employment

4100 General Operations

4105B-F Religious Workplace Accommodations for Employees and Applicants

Section I (to be completed by employee or employment applicant)

Please identify your sincerely held religious belief, practice, or observance and how it conflicts with a District requirement.

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_____

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_____

For each District requirement for which you are requesting an accommodation, please identify your preferred accommodation.

_____

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_____

Please identify any other accommodations that would also eliminate the conflict between your sincerely held religious belief, practice, or observance and the applicable District requirement.

_____

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_____

_____

I declare that the above information is true and accurate. I understand that knowingly providing false information on this form may subject me to criminal and civil penalties and, if I am a District employee, disciplinary action.

_____ _____

Signature of Person Requesting Accommodation Date

_____

Printed Name of Person Requesting Exemption

Section II (to be completed by District Administrator)

Step 1 – Engage in Interactive Process

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Document discussions with employee or employment applicant, including dates, names of persons present, and content of discussion.

Step 2 – Evaluate Proposed Accommodations

Analyze the reasonableness of the identified accommodations, along with whether any identified accommodations would pose an undue hardship.

Step 3 – Accommodations Provided

List specific accommodations to be provided, including dates accommodation will start and end.

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