

## **Employee Religious or Philosophical Belief Accommodation Request**

RIT respects the religious and philosophical beliefs and/or practices of all employees and will make reasonable accommodations where such beliefs or practices conflict with an employee's job requirements in order to eliminate that conflict.

### **Requesting an Accommodation:**

An employee whose religious or philosophical beliefs or practices conflict with their job (e.g., work schedule, or with RIT's policies, practices on dress and appearance, or other aspects of employment) and who would like an accommodation must submit a written request via the [RIT Employee Religious or Philosophical Belief Accommodation Request Form](#) for review and approval. The form can also be found on the Human Resources web site. The accommodation request must include the type of conflict that exists and should include the employee's suggested accommodation.

### **Process:**

After an employee submits a written request for an accommodation, the Human Resource Manager (HRM) for the employee's area will consult with the employee's supervisor to evaluate the request, including determining whether there is a conflict between the employee's sincerely held beliefs or practices and their job requirements, and will document this determination. The HRM and supervisor may reach out to the employee directly for additional information that may be required in order to thoroughly evaluate the employee's request, but at no time will an employee be required to submit any documentation from a religious leader attesting to any particular beliefs or practices.

If a conflict between an employee's beliefs or practices and job requirements exists, the HRM and supervisor will consider the accommodation proposed by the employee to determine whether it is reasonable. This determination may require further dialogue with the employee. The HRM and supervisor may also propose alternative accommodations for the employee's consideration. The employee, HRM and supervisor will continue to interact as necessary in order to determine whether a reasonable accommodation exists that eliminates the conflict and is acceptable to both the employee and RIT.

If the employee accepts one of the proposed, reasonable accommodations, the immediate supervisor will implement the decision and send the approved accommodation request form to the [HRM](#).

If the employee, HRM and supervisor are unable to reach an agreement on a reasonable accommodation after the interactive process, the HRM or supervisor shall provide written notice to the employee informing them RIT cannot implement their requested accommodation. The employee may appeal the determination by following the Appeal Process.

## **APPEAL PROCESS**

An employee may appeal the determination made by a supervisor regarding a requested accommodation if, after an agreement cannot be reached through the interactive process, the employee:

1. Believes they are being denied services, or
2. Disagrees with the accommodations proposed by the supervisor.

To appeal a determination:

- An appeal must be submitted in writing to the Associate Vice President of Human Resources and Chief Human Resources Officer, RIT Human Resources. The appeal must set forth the specific action disputed and the specific accommodation sought by the employee. The Associate Vice President of Human Resources will notify the supervisor and HRM and obtain a copy of the employee's file, including the documentation of the religious accommodation and the need for accommodation, if any, recommended by the supervisor and HRM. The Associate Vice President of Human Resources will convene a meeting with the employee and supervisor within two (2) weeks of receiving a written appeal by the employee to discuss the appeal. The Associate Vice President of Human Resources will make a decision on the appeal after meeting with the employee and reviewing the file and documentation.
- If the employee or the supervisor is dissatisfied with the decision made by the Associate Vice President of Human Resources and Chief Human Resources Officer, a written appeal may be submitted to the Vice President and Associate Provost for Diversity and Inclusion. The Vice President and Associate Provost for Diversity and Inclusion will make the final decision after reviewing the employee's file and meeting with the employee, the supervisor and the Associate Vice President of Human Resources and Chief Human Resources Officer.