

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.

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

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.

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

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.
