

## **PROCEDURE 105-2 - REASONABLE ACCOMMODATION FOR RELIGIOUS BELIEFS AND PRACTICES**

To ensure compliance with Johnson County's Equal Employment Opportunity Policy and applicable law, all requests for accommodation of religious beliefs and practices must be given consideration.

### **Form of Request**

Employees and applicants may request a reasonable accommodation for religious beliefs or practices. Such requests are not required to be in writing. An employee or applicant who makes such a request must describe the nature of the religious belief or practice, the rule or requirement that conflicts with the religious belief or practice, and the accommodation(s) that will resolve or minimize the conflict.

### **Accommodating Applicants**

When an applicant requests an accommodation to the hiring process for religious reasons, the supervisor or manager must consult the Department of Human Resources, which will initiate a discussion with the applicant and the hiring manager to determine what, if any, accommodation is reasonable and appropriate.

### **Accommodating Employees**

An employee may direct the request for accommodation to the employee's supervisor or manager or to the Department of Human Resources. Any supervisor or manager to whom the request is made must document the request and promptly notify the Department of Human Resources. The Department of Human Resources will initiate a discussion with the employee and department/agency/office representative to determine what, if any, accommodation is reasonable and appropriate.

### **Choice and Cost of Accommodation**

When more than one reasonable accommodation will be effective, the individual's preference will be taken into consideration, but the department/agency/office may select which accommodation will be implemented. The department/agency/office is generally responsible for the cost of the accommodation.

### **Denial of Accommodation**

To ensure compliance with the law, no request for accommodation, whether made by an employee or external applicant, may be denied without prior consultation with the Department of Human Resources.

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