

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	RELIGIOUS ACCOMMODATIONS POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

The University respects the religious beliefs and practices of its employees and will make, upon request, a reasonable accommodation for such observances when one is available that does not create an undue hardship on the University.

An employee who's sincerely held religious beliefs or practices conflicts with his or her job, work schedule, the University's policy on personal appearance or other policy, or with other aspects of employment and who seeks a religious accommodation should notify his or her immediate supervisor of his or her need for an accommodation as soon as possible. Employees are responsible for initiating the religious accommodation request process. The request should include the type of religious conflict that exists and the employee's requested accommodation and each request will be forwarded to the University's Human Resources Department. The University's Human Resources Director and the employee will meet to discuss the request and the decision on an accommodation.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS