

# University of Scranton

Executive Sponsor: Vice President  
for Human Resources

## Religious Accommodation Policy

**Religion** is broadly

- Ø The impact of the requested accommodation on other employees, students, or University operations. Note that this may include consideration of seniority within the same unit or department.
- Ø Any alternative accommodations.

OED may require an employee to submit additional documentation related to the tenets of the religious practice or sincerely held belief to support the request. Documentation requested may vary depending on the nature of the accommodation requested.

Employees will be notified whether an accommodation is approved, denied, or partially approved by OED.

An employee who fails or refuses to participate in the process may be denied a religious accommodation.

#### **VI. Accommodation Plan**

If an accommodation is deemed appropriate and reasonable, both the employee and the departmental representative will be notified of the accommodation plan.

#### **VII. Supervisor Obligations**

Supervisory employees of the University are required to refer employees who may require a religious accommodation to OED within 48 hours of the request, or as soon as reasonably possible, for processing in accordance with this policy.\*\* OED will work directly with the employee, and consult with the Department, as necessary, to determine an appropriate accommodation.

During

A reasonable accommodation does not need to be the specific accommodation requested by the employee.

### **IX. Confidentiality**

includes written requests for an accommodation, notes or report, or other supporting documentation, is confidential information and is maintained in a locked cabinet in OED. Accommodation related information is only shared with those who have a legitimate business need to know, or as required by law. University managers, administrators, supervisors, department chairs, etc. may be provided information related to the accommodation if deemed

### **X. Retaliation Is Prohibited**

The University prohibits retaliation against employees requesting religious accommodations, participating in an approved accommodation or otherwise engaging in protected conduct under this policy. Any person who violates the anti-retaliation provision may be subject to disciplinary and/or corrective action, including termination.

### **XI. How to File an Appeal if Denied an Accommodation**

If an employee is denied an accommodation by OED, an appeal can be filed with the Vice President for Human Resources. The appeal should include the accommodation requests, the accommodation provided (if any), documentation in support of the accommodation, any and all communication between the employee and OED, and a brief summary of what occurred during the interactive process with OED. The appeal must be filed within 15 business days of being denied a religious accommodation. The Vice President for Human Resources will contact the OED for a written response to the appeal within 10 business days. OED will have 15 business days to provide a response to the Vice President. The Vice President for Human Resources will issue a decision within 15 business days of r

### **XII. How to File a Discrimination Complaint with the Office of Equity and Diversity**

Applicants denied a job or an equal opportunity to apply for a job based on a religious belief or practice, can process a complain -Discrimination and Anti-Harassment policy  
Harassment policy <https://www.scranton.edu/equity-diversity/docs/nondiscrimination-antiharassment-policy.pdf>.

Employees who believe they have been discriminated against because of their religious or their -Discrimination and Anti-Harassment policy  
Anti-Harassment policy <https://www.scranton.edu/equity-diversity/docs/nondiscrimination-antiharassment-policy.pdf>

### **XIII. Other Resources**

The Office of Human Resources oversees other policies that may overlap with this policy, including but not limited to, family medical leave, short term and long term disability, medical benefits and other University leaves and benefits. For more information, please contact Office of Human Resources in St. Thomas Hall, Room 100.