

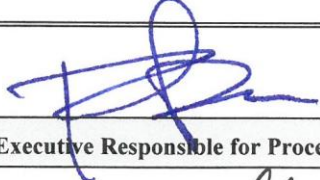


Polk State College Procedure

Subject	Reference	Date	Number
Accommodation of Religious Beliefs	1000.05, F.S. 6A-19.010, F.A.C. 1001.64, F.S. DBOT Rule 3.01 DBOT Rule 3.12	10/2/18	6077

PURPOSE

1. Polk State College, as part of its anti-discrimination efforts, will provide reasonable accommodations when sincerely-held religious practices or beliefs interfere with the performance of assigned employee duties, unless accommodating the religious practice places an undue business hardship on the College. Responsibility for implementing this procedure lies with the Director of Human Resources.
2. Employees that experience difficulty in performing their job duties because of sincerely-held religious practices or beliefs should contact their supervisor and the Director of Human Resources to ask for an accommodation.
3. After the need for accommodation has been established, the College will offer the employee's suggested accommodation, or an effective alternate accommodation to the employee, unless the religious practice or belief cannot be accommodated without creating an undue business hardship.
4. Employees who feel they have been denied accommodation unfairly may use the College Employee Grievance Procedure 6013 to seek relief.

History: Adopted: 6/22/04
 Revised: 8/4/10; 10/2/18

	10/3/12		10/3/12
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			10/8/18
President's Approval			Date