

Polk State College Procedure



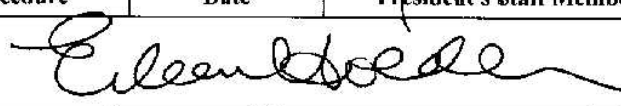
Subject	Reference	Date	Number
Accommodation of Religious Beliefs	FS 1000.05, SBE 6A-19.010; FS 1001.64 DBOT 3.01 & 3.12	8/4/10	6077

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 experiencing difficulty in performing their job duties because of sincerely held religious practices or beliefs should contact their supervisor and the Director of Human Resources and ask for 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 appropriate College grievance procedure to seek relief.

History: Adopted: 6/22/04
 Revised: 8/4/10

Distribution: All Holders of PSC Procedure Manual
 All Faculty

	8/4/10		8/4/10
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			8/4/10
President's Approval			Date