

## 7.11

## Religious Accommodation Policy

### **Purpose:**

The purpose of this policy is to ensure that all employees are able to practice their sincerely held religious beliefs, observances, and practices without discrimination or unnecessary hardship. Raritan Valley Community College (RVCC) is committed to fostering an inclusive workplace by providing reasonable accommodations in accordance with applicable federal, state, and local laws.

### **Scope:**

This policy applies to all applicants, and employees across the RVCC.

### **Definitions:**

#### *Sincerely Held Religious Belief:*

A moral, ethical, or religious belief that is genuinely held. This includes traditional organized religions as well as less common beliefs and practices.

#### *Reasonable Accommodation:*

A modification or adjustment to a job, schedule, or work environment that enables an employee or student to practice their religion.

#### *Undue Hardship:*

A significant difficulty or expense based on RVCC's resources, and operational needs. Examples include compromising health & safety, impacting essential operations, course design or generating excessive cost.

### **Policy Statement:**

RVCC prohibits discrimination based on religion and will provide a reasonable accommodation for an employee's sincerely held religious beliefs, practices, and observances unless doing so would impose an undue hardship on academic or operational needs.

Examples of religious accommodations may include, but are not limited to:

Adjusting work schedules or break times

Providing breaks during class session

Providing quiet space for prayer or meditation

Modifying dress code or grooming requirements

Excusing employees from certain work activities that conflict with religious beliefs

Permitting observance of religious holidays or events through paid/unpaid time off

**Requesting an Accommodation:**

Employees seeking a religious accommodation should:

Submit a request to Human Resources (HR) with a copy to their immediate supervisor.

Provide sufficient information to explain the religious belief or practice and the type of accommodation requested.

The College may engage in an interactive process to evaluate the request, ask follow-up questions, or request supporting documentation when appropriate.

**Evaluation of Requests:**

HR will assess each request on a case-by-case basis, considering:

The nature of the employee's religious belief or practice, the specific accommodation requested, in consultation with the immediate supervisor the impact on business operations and whether the request poses an undue hardship.

HR will communicate the decision to the employee in writing.

If such request is denied, the employee may submit an appeal to the college President for a final determination.

**Confidentiality:**

All information relating to accommodation requests will remain confidential and shared only with individuals directly involved in the evaluation and implementation of the accommodation.

**Non-Retaliation:**

Retaliation against individuals who request or receive religious accommodations, or who participate in related investigations, is strictly prohibited. Any retaliation should be reported immediately.

**Policy Violations:**

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

**Responsible Administrator-** Vice President of Human Resources & Administration

**Communication-** This policy is communicated to the College community in the following documents:

College Website  
College email

**Created:** March 2026

**Board Approved:** April 21, 2026