

RELIGIOUS ACCOMMODATIONS POLICY

In accordance with Title VII of the Civil Rights Act of 1964, JMRL will make good faith efforts to provide a reasonable accommodation of an employee's religious belief, religious observance and/or practices, unless such accommodation would cause undue hardship or burden for the library operations or undue interference with the JMRL mission. An accommodation may cause undue hardship or burden if it is costly, compromises workplace safety, decreases workplace efficiency, would result in discrimination against coworkers or patrons, deprives other individuals of statutory rights, infringes on the rights of other employees generally, or requires other employees to do more than their share of potentially hazardous or burdensome work.

Reasonable accommodations may include but are not limited to, the following:

- allowing individuals to use paid or unpaid leave for religious observances
- providing a time and/or place to pray
- providing the flexibility to wear religious attire
- permitting flexible scheduling and/or adjustments to work schedules

Reasonable accommodations will be determined on a case by case basis, based on an interactive process between the employee and management. JMRL will make a "bona fide effort" to accommodate employee's religious observances. Requests for using leave must be approved in advance by the Supervisor or Manager.