

RIVERSIDE COMMUNITY COLLEGE DISTRICT RELIGIOUS ACCOMMODATION REQUEST FORM

Employee Request for Religious Accommodation

Riverside Community College District is an equal opportunity employer that prohibits discrimination against employees and applicants for employment based on classifications protected by law, including, but not limited to, religion, creed, and religious belief, observance, or practice, and provides reasonable accommodation for qualified employees and applicants whose sincerely held religious beliefs, observances, or practices conflict with an employment requirement, unless providing a reasonable accommodation would result in undue hardship on the conduct of the District's business. Employees may use this form to request a religious accommodation.

Employee Name:	_ Job Title: Role:
Employee ID #:	Work Location: \Box CAADO \Box MVC \Box NC \Box RCC
Contact Telephone:	_Department:
District Email:	_Supervisor:

Please complete the following (you may attach additional information as needed):

• Describe the sincerely held religious belief(s), observance(s), or practice(s) that conflicts with an employment requirement and identify the employment requirement:

(This includes moral or ethical beliefs as to what is right and wrong, which are sincerely held with the strength of traditional religious views, but does not include "social, political, or economic philosophies" or personal preferences. This also includes observance of a Sabbath or other religious holy day or days, reasonable time necessary for travel prior and subsequent to a religious observance, "religious dress practice," which includes the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of an individual observing a religious creed, and "religious grooming practice," which includes all forms of head, facial, and body hair that are part of an individual observing a religious creed (Gov. Code, §§ 12940, subd. (I) & 12926, subd. (q)).):

• Describe the accommodation you are requesting and any alternate accommodations, which might reasonably accommodate for your religious belief(s), observance(s), or practice(s) (Please note that an accommodation must enable you to meet the required/essential functions of your job and must not impose an undue hardship, which includes compromising workplace safety, in any District location. Also, the District will consider your requested accommodation and other possible accommodations that would resolve the conflict between your religious belief(s), practice(s), or observance(s) and will select and implement the accommodation that it deems effective, which may include, but is not limited to: (1) job restructuring or job reassignment; (2) modification of work practices; or (3) alteration to worksite location.

Please note that the District may need to obtain additional information and/or supporting documentation about your religious belief(s), observance(s), or practice(s) to further evaluate your request for a religious accommodation. Please sign and date the request after reading the below statement of acknowledgement.

I verify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that the District may not grant my request if it creates an undue hardship on the conduct of the District's business, which includes compromising workplace safety in any District location. I further understand that the District may need additional information and/or supporting documentation regarding my religious belief(s), observance(s), or practice(s) to further evaluate my request for a religious accommodation.

Print Name:			
	First Name	M.I.	Last Name

Signature: _____

Date: _____