

**CHECKLIST FOR WORKPLACE
RELIGIOUS ACCOMMODATION REQUESTS**

- Does your District have an updated policy and procedures which address religious accommodation requests?
- Are District employees (and applicants) on notice of the religious accommodation/nondiscrimination policy?
- Ensure that District Administrators in charge of enforcing the District's religious accommodation policy and procedures are familiar with its terms.
- Do you have appropriate procedures in place to ensure that all employee and applicant requests or questions regarding religious accommodations are directed to the appropriate District administrator?
- Has the District provided training to appropriate administrators and interviewers on the District's religious accommodation policy and procedures and responding to an applicant/employee's accommodation request?
- Consider a uniform list of questions for each open position that addresses the essential job functions and requirements.
- Is there notice of a religious belief for which an accommodation is requested or which conflicts with a requirement of the job?
- Upon receipt of a religious accommodation request ensure that it is processed promptly and in accordance with District policy.
- Obtain specifics on the requested religious accommodation including the religious belief(s) in support of the request. Questions regarding the request and basis for same are lawful and often necessary.
- Do not hesitate to engage in "research" on religious accommodation requests for which you are not familiar.
- Ensure that any decision to grant or deny a religious accommodation request is reviewed with the appropriate District administrator before conveyed to the employee/applicant.
- Ensure that all responses to a religious accommodation request are made in writing with a copy placed in the appropriate District file.