# POLICIES OF COLORADO STATE UNIVERSITY-PUEBLO UNIVERSITY POLICY FORM

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| Policy Title:  Religious Accommodation Policy | Policy ID #: Category:  Select a Category:  Contact(s): Nicole Ferguson, Director of Compliance |
| ☒ Draft | * Final |
| ☒ New Policy   * Revision of Existing Policy | Effective Date: |

1. POLICY PURPOSE:

Colorado State University Pueblo respects the faiths and beliefs of all members of the community and seeks to maintain an environment that is supportive and nurturing of religious practice.

The purpose of this policy is to establish practices for accommodating students when religious holidays and observances may conflict with scheduled academic events such as classes, labs and examinations, and for accommodating employees when observances may conflict with work obligations.

1. POLICY APPLIES TO (Persons affected by): Faculty, staff, and students.

# DEFINITIONS:

Essential Function: A fundamental job duty of an employment position for staff and faculty, or a fundamental academic element of a course or program of study for a student.

Religious Accommodation: A reasonable change in the work or academic environment that enables a student or employee to practice or otherwise observe a sincerely held religious practice or belief without undue hardship on the University. A religious accommodation may include, but is not limited to: time for prayer during a work day; the ability to attend religious events or observe a religious holiday; or any necessary modification to University policy, procedure or other requirement for a student’s or employee’s (or prospective employee’s) religious beliefs, observance or practice; provided such accommodation is reasonable and does not cause undue hardship to the institution.

Religious Practice or Belief: A sincerely held religious, ethical, or moral belief to include practices or observances. Religion includes not only traditional, organized religions, but also religious and spiritual beliefs that are new, uncommon, not part of a formal religious institution or sect, or only subscribed to by a small number of people. Social, political, or economic philosophies, as well as mere personal preferences, are not considered to be religious beliefs.

Undue Hardship: More than a minimal burden on the operation of the University. An undue hardship may include an interference with the safe or efficient operation of the workplace or learning environment and/or an event which would result in the inability of the employee or student to perform an essential function of the position or course of study.

# POLICY STATEMENT:

The University is committed to providing welcoming and inclusive learning and workplace environments. As part of this commitment, the University will make good faith efforts to provide reasonable religious accommodations to faculty, staff, and students whose religious practice may require permission to alter coursework and workplace expectations to allow the employee or student to practice their religion.

The University prohibits discrimination, harassment, and retaliation on the basis of religion.

# POLICY PROVISIONS:

*Students*

Any student who requests a religious accommodation for a class because of the tenets of a sincerely held religious/spiritual practice or belief should notify the instructor at the beginning of the course or as soon as is practical. The instructor should work with the student and consult with the Office of Institutional Equity (OIE), if necessary, to establish a reasonable religious accommodation.

Repeated or frequent absences may not be considered a reasonable accommodation based on course requirements.

*Employees*

An employee making a request for religious accommodation may request an accommodation by contacting their direct supervisor or the Office of Institutional Equity (OIE). Any reasonable accommodation may require an adjustment to work schedules, substitutions, or breaks as determined on a case-by-case basis. Any accommodation which may result in undue hardship, extraordinary administrative cost, or infringement upon the rights or safety of others will be denied.

In keeping with the University’s commitment to building and maintaining a welcoming and inclusive work environment, the University will consider religious accommodations requests by employees, including faculty and staff, based on the totality of the circumstances.

# RESPONSIBILITIES:

OIE will be responsible for oversight of the approval of accommodations as needed. Instructors and supervisors are responsible for providing accommodations as approved for students and employees respectively.

# RELATED LAWS, POLICIES & PROCEDURES:

Policy on Discrimination, Protected Class Harassment and Retaliation

[Faith, Belief, and Religious Observances Calendar](https://calendar.colostate.edu/observances/)

# AUTHORITY:

Title VII of the Civil Rights Act of 1964

Colorado Anti-Discrimination Act, C.R.S. § 24-34-401 et seq.

EEO Policy

# FORMS:

Religious Accommodation Request <https://cm.maxient.com/reportingform.php?CSUPueblo&layout_id=92>

**APPROVALS**

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| Reviewer | Date Reviewed | Approval | Reviewer’s Signature |
| **Proponent--Responsible Dept./ Official Requesting Approval**  Name: |  | * Approved * Not Approved * More information needed |  |

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| Title:  Dept: |  |  |  |
| **Vice President or Dean of area(s) responsible for administering the policy:**  Name: Title:  Dept: |  | * Approved * Not Approved * More information needed |  |
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| **Office of General Counsel:**  Name: Johnna Doyle  Title: Deputy General Counsel |  | * Approved * Not Approved * More information needed |  |

# APPROVED:

COLORADO STATE UNIVERSITY-PUEBLO

By: Timothy Mottet, President

Date: