

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

1000 GENERAL ADMINISTRATION

1065 RELIGIOUS ACCOMMODATION POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees that the College is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, employees, visitors and community members. As part of this commitment, the College will make good faith efforts to provide reasonable religious accommodations to those in our community whose sincerely held religious beliefs conflict with a college policy, procedure, or other academic or employment requirement unless such an accommodation would create an undue hardship or would fundamentally alter our work, program and/or mission.

PROCEDURE:

1065.1 Definitions

Religion or Creed: Religion or Creed includes traditional, organized religions but also sincerely held religious beliefs, including those that are new, uncommon, not part of a formal church or sect. All aspects of religious belief and observance that are sincerely held will be considered as part of this policy.

Religious Accommodation: A religious accommodation means 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 or fundamentally altering the educational, workplace or mission of the College. A reasonable religious accommodation may include but is not limited to:

- time for prayer during a workday
- the ability to attend religious events or observe a religious holiday
- or any necessary modification to college 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 or create a fundamental alteration of the educational, workplace or mission of the College.

Undue Hardship: Undue hardship may refer to financial difficulty in providing an accommodation or accommodations that are unduly expensive, substantial, disruptive, or that would fundamentally alter academic requirements, the nature or operation of the college's business, or the essential functions of a job. Accommodations which interfere with the safe and efficient operation of the workplace or campus or with a bona fide seniority system will often present an undue hardship.

1065.2 Procedures for Seeking Religious Accommodation

All students may request a religious accommodation by making a written request for an accommodation to:

Mr. Travis Blume
Vice President of Student Services
2001 North Lincoln Road
Escanaba, Michigan 49829
Office: SC 503
Phone: (906) 217-4116
Email: travis.blume@baycollege.edu

All employees may request a religious accommodation by making a written request for an accommodation to:

Ms. Beth Berube
Director of Human Resources
2001 North Lincoln Road
Escanaba, Michigan 49829
Office: SC 523A
Phone: (906) 217-4036
Email: beth.berube@baycollege.edu

Once the request comes to the above listed administrator, the employees, students, visitors, community members or third parties will be required to complete a formal accommodation request form and may be required to provide other documentation or information supporting the request.

Employees and students who anticipate being absent from work or class because of a religious observance must submit their request for time off at least ten (10) business days in advance of the need.

Determinations regarding accommodation requests will be made on a case-by-case basis taking into account factors including but not limited to, the fundamental requirements of the applicable academic program and/or related

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technical standards, essential functions of an individual's job, the duties of others in the department or job group, the requirements of the department or major, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

The College will endeavor to protect the requesting student's or employee's privacy in evaluating and implementing the accommodation requested to the extent possible. However, following receipt of the request, the College official or administrator, supervisor(s) or designee(s) will discuss the accommodation request as necessary with the student or employee, and will select others in order to further evaluate and/or implement the accommodation. Approvals will be provided in writing to the requesting student or employee whenever possible.

1065.3 Grievance Procedure for Challenging Denial of a Requested Accommodation

Questions or concerns regarding this policy and/or its application may be submitted in accordance with Board Policy 1060.

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