



GENERAL ORDER



Series	Number	Originating Unit	Originating Date	Expiration Date
2013	09	OFC	May 13, 2013	NA

Subject:

MANUAL CHANGE

Make the following changes to the *Fire & EMS Bulletin Book*:

1. Insert new *Bulletin 28, Religious Accommodation Policy*.

Kenneth B. Ellerbe
Fire & EMS Chief

Attachment: *Bulletin 28, Religious Accommodation Policy*

**DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

BULLETIN NO. 28

May 2013

RELIGIOUS ACCOMMODATION POLICY

The D.C. Fire and Emergency Medical Services Department (“Department”) respects the religious beliefs and practices of all employees and may make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the Department’s business.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, or with the Department’s policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation, must submit a Special Report entitled “Request for Religious Accommodation” along with the Religious Accommodation Request Form to the Department’s EEO & Diversity Manager. The written request will identify the type of religious conflict that exists and the employee’s requested accommodation.

The EEO & Diversity Manager and the respective Assistant Fire Chief will evaluate the request to (1) consider whether a work conflict exists due to a sincerely held religious belief or practice, and (2) whether a reasonable accommodation is available provided it will not create an undue hardship on the Department’s business. If granted by the Department, an accommodation may involve a change in job functions, require the use of paid leave or leave without pay, allow an exception to the dress and appearance code provided it does not impact safety or uniform requirements, or modify some other aspects of employment.

The EEO & Diversity Manager and the employee may meet to discuss the request as well as the Department’s decision regarding whether to grant or deny the accommodation. If the employee accepts the proposed religious accommodation, the Department will implement the decision. If the employee is not satisfied with the Department’s final decision, he/she may file a complaint with the D.C. Office of Human Rights or the U.S. Equal Employment Opportunity Commission.

RELIGIOUS ACCOMMODATION REQUEST FORM

In accordance with federal and D.C. laws, the Department prohibits discrimination on the basis of religion. The Department provides reasonable accommodations for sincerely held religious beliefs or practices unless doing so would impose an undue hardship on the Department. A reasonable religious accommodation is any adjustment to the work environment that will allow the individual to practice his/her religion. "Undue hardship" is a practice, procedure, or financial cost that unreasonably interferes with business operations.

This form is to be filled out by the person requesting a reasonable religious accommodation and submitted along with a Special Report to the EEO & Diversity Manager. **This information will be maintained confidentially to the extent practicable under the circumstances.**

Name: _____ Title: _____

Assignment: _____ Phone: _____

1. Please identify the religious belief or practice you have for which you are requesting an accommodation.

2. What workplace accommodation do you request?

3. How often do you need the accommodation?

4. Identify your religious practice or belief and state how this accommodation enables you to participate in your religious belief or practice without impacting your ability to meet the required functions of your position.

5. If you have requested this religious accommodation before, please state approximately when the request was made, the name of the individual who responded to the request, and the outcome of the request.
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IF NECESSARY, PLEASE USE ADDITIONAL SHEETS FOR ANY OF THE INFORMATION REQUESTED ABOVE

Religion Tenet(s) Documentation

Please provide documentation or other authority to support the need for an accommodation based on your religious belief or practice.

Please Note: *In some cases, the Department will need to obtain documentation or other authority regarding your religious belief or practice. The Department may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion's spiritual leader (if applicable) or religious scholars to address your request for an accommodation.*

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.

Signature: _____

Date: _____

Summary of Next Steps

This request will be reviewed by the EEO & Diversity Manager.

The EEO & Diversity Manager will discuss your request with the appropriate Assistant Fire Chief.

You will be notified of the outcome of the determination and/or proposed accommodation.