



RELIGIOUS ACCOMODATIONS PROCESS

The Office of Diversity and Civil rights Compliance
141 Pryor Street, SW, 5th Floor
Atlanta, Georgia 30303
404-612-7305

The Office of Diversity and Civil Rights Compliance (DCRC) is pleased to have an opportunity to assist you.

In order to assist you properly, the DCRC needs your cooperation in obtaining information that will allow staff to provide you with the best service possible. The attached Religious Accommodations Request Form is designed to provide the information needed to get started. The Religious Accommodations Request Form must be fully completed.

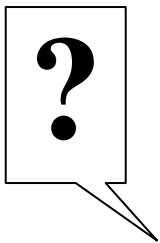
Please return the completed Religious Accommodations Form to a DCRC administrative support member who will forward your paperwork to the EEO/ADA Officer. The EEO/ADA Officer will schedule a follow up appointment to review your information with you. The EEO/ADA Officer will talk with you about your concerns and issues so that a detailed understanding of your accommodation can be developed.

The information you have provided will be reviewed and where appropriate an EEO/ADA Officer will be assigned to contact and work with you to resolve your concerns. The EEO/ADA Officer you worked with initially may/may not be the person who is assigned to work with you to resolve your concerns.

Please complete the attached Religious Accommodations Form and provide any documentation you may have pertaining to your Religious Accommodation request. If you require any help completing this form or have any additional questions, you can request assistance from the DCRC staff or you may call the Office of Diversity and Civil Rights Compliance at (404) 612-7305.

Thank you for contacting us. We look forward to working with you.

FULTON COUNTY OFFICE OF DIVERSITY AND CIVIL RIGHTS COMPLIANCE



FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT FILING A RELIGIOUS ACCOMMODATION REQUEST

1. **What is a Religious Accommodation?**

A Religious Accommodation is any adjustment to the work environment that will allow the employee to comply with his or her religious beliefs. A Religious Accommodation is any adjustment to the work environment that will allow individuals to practice their religion. The need for religious accommodation may arise where an individual's religious beliefs, observances or practices conflict with a specific task or requirement of the position or an application process.

2. **My employer is aware of my religion. Is my employer obligated to provide Religious Accommodation?**

No. An employer is only required to make a reasonable religious accommodation.

3. **What information is required for the development of Reasonable Religious Accommodations?**

The applicant/employee is obligated to explain the religious nature of the belief or practice at issue, and cannot assume the employer would already know or understand it. The employee must provide enough information to make the employer aware that there exists a conflict between the individual's religious practice or belief and the requirement for performing the job.

4. **Do I need to have permission from my supervisor or department head to come to the Office of Diversity and Civil Rights Compliance and will I have to use leave time?**

Employees do not have to have permission to come to the Office of Diversity and Civil Rights Compliance. However, employees cannot simply walk off of their jobs without giving notice to their supervisors. Employees also do not have to use leave time to come to the DCRC.

5. **Can my supervisor fire, demote or treat me differently because I requested a Reasonable Religious Accommodation?**

No. Employers **cannot** retaliate against employees who request a Reasonable Religious Accommodation. Any employee, who believes he/she has been subjected to discriminatory or retaliatory treatment due to Religious Accommodations matters, has the absolute right to file a signed, written charge of discrimination or retaliation with the Office of Diversity and Civil Rights Compliance.

6. **Is the Office of Diversity and Civil Rights Compliance the only place I can file a charge of discrimination?**

No. Employees who believe they have been discriminated against may also file with the U. S. Equal Employment Opportunity Commission (EEOC) located at 100 Alabama Street, S. W., Atlanta, Georgia, 30303. Employees can file a complaint of discrimination with either the Office of Diversity and Civil Rights Compliance or the EEOC or both agencies simultaneously.

FULTON COUNTY OFFICE OF DIVERSITY AND CIVIL RIGHTS COMPLIANCE RELIGIOUS ACCOMMODATION REQUEST FORM

Instructions: Complete this form by providing as much detailed information as possible. You may attach additional sheets if necessary.

1. NAME (Last, First, Middle) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	2. EMPLOYEE IDENTIFICATION NUMBER OR LAST 4 DIGITS OF SOCIAL SECURITY #

3. HOME ADDRESS (No. and Street)	Apt #	4. CITY AND STATE	ZIP CODE

5. HOME PHONE + AREA CODE	6. WORK PHONE	7. PAGER/CELL

8. E-MAIL ADDRESS	9. RACE	10. GENDER	11. DATE OF HIRE (IF APPLICABLE)

12. DEPARTMENT CODE (IF APPLICABLE)	13. IMMEDIATE SUPERVISOR (IF APPLICABLE)	14. SUPERVISOR PHONE (IF APPLICABLE)

15. YOUR WORK LOCATION (IF APPLICABLE)	16. YOUR POSITION/TITLE (IF APPLICABLE)

- 17. CURRENT EMPLOYMENT STATUS (Check One):**
- | | | |
|--|---|---|
| <input type="checkbox"/> Classified Full Time Employee | <input type="checkbox"/> Contract Employee | <input type="checkbox"/> Contractor/Sub-Contractor |
| <input type="checkbox"/> Grant-Funded Employee | <input type="checkbox"/> Hourly Employee | <input type="checkbox"/> Permanent Part-Time Employee |
| <input type="checkbox"/> Probationary Employee | <input type="checkbox"/> Temporary Employee | <input type="checkbox"/> Terminated Applicant |
| <input type="checkbox"/> Unclassified Full Time Employee | <input type="checkbox"/> Work Test Employee | <input type="checkbox"/> Other (e.g. Citizen, Client, Patron) |

18. Provide the name of your Appointing Authority; Immediate Supervisor, Department and Telephone number(s)

1.			
	<small>Name</small>	<small>Department</small>	<small>Phone</small>
2.			
	<small>Name</small>	<small>Department</small>	<small>Phone</small>

19. Have you notified or had discussions with your immediate Supervisor, Appointing Authority or HR Representative regarding your need for a Religious Accommodation? If the answer is yes, what was discussed and what was the outcome of the discussion?

20. Describe the nature of your Religious Accommodation request. Please include responses for items in A, B, and C.

A). Name of Religious belief or practice:

B). Provide the reason for the request (Work Schedule, Dress/Appearance Code, Duration or Other) and/or the work environment adjustment needed for the requested Religious Accommodation:

C). Provide any other information that you believe is relevant to the assessment of your Reasonable Religious Accommodation request.

SIGNATURE

DATE