

**Policy Number:**

**Policy Title:** Religious Accommodation Policy

**Subject:** 400 - Personnel

**Responsible Office:** Human Resources

**Date Adopted:**

**Date(s) Revised:**

**Date(s) Reviewed:**

**Approved by:**

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Sandra J. Bauman  
Dean/CEO  
Helena College University of Montana

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**PURPOSE:**

Helena College is committed to creating an inclusive environment that respects the religious beliefs and practices of all members of its community. In accordance with federal and state law, the College will provide reasonable accommodations for sincerely held religious beliefs, observances, and practices unless doing so would create an undue hardship.

**POLICY STATEMENT:**

Employees may request religious accommodations related to employment obligations or participation in college programs and services.

**Employee Religious Accommodation Requests**

Employees seeking a religious accommodation should make such requests in a timely manner to the Human Resources Specialist. Requests should include a description of the religious belief or practice and the specific accommodation being requested.

**PROCESS:**

Upon receiving a request, the appropriate office will engage in an interactive process with the employee to determine what, if any, reasonable accommodation can be provided without imposing an undue hardship on the College operations or violating law or policy.

**CONFIDENTIALITY:**

All requests will be handled with appropriate confidentiality and shared only with those responsible for reviewing and implementing the accommodation.

**RETALIATION PROHIBITED:**

The College prohibits retaliation against any individual for requesting a religious accommodation or participating in an accommodation process.

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