



**Rapides Parish Library**  
**Alexandria, Louisiana**

## **RELIGIOUS ACCOMMODATIONS POLICY**

Rapides Parish Library respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the Library's operations.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, or with the Library's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to Human Resources. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

Human Resources will evaluate the request considering whether a work conflict exists and whether an accommodation is available which is reasonable and which would not create an undue hardship on the Library's operations. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment. Human Resources will confer with the Director, and may confer with the manager of the person making the request for accommodation, if needed.

Human Resources, the employee, and the department manager will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal following the Library's general grievance policy and procedure.

Adopted by the Rapides Parish Library Board of Control May 24, 2005  
Revised October 19, 2010  
Revised October 4, 2013  
Reviewed November 15, 2016  
Renewed as is December 10, 2019