



**Title:**  
**RELIGIOUS ACCOMMODATION POLICY**

<b>Subject:</b> <b>HUMAN RESOURCES &amp; LEGAL AFFAIRS</b>	<b>Page:</b> 1 of 6	<b>Policy Number:</b> 07.00.00
<b>Category:</b> <b>DISTRICTWIDE POLICY</b>	<b>Approval Date:</b> 08/27/2021	<b>Last Revised Date:</b>

**POLICY STATEMENT:**

In accordance with applicable law, the Forest Preserve District of Cook County (“District”) will make reasonable accommodation(s) for employees and applicants for the observance of sincerely held religious, ethical or moral beliefs as necessary.

The Accommodation Review Committee will consist of a standing committee comprised of a representative from each of Human Resources, Legal, and the appropriate department, respectively, that considers requests for, and oversees the determination and implementation of, reasonable accommodations under this policy.

**PURPOSE:**

This policy is intended to be interpreted consistent with and subject to applicable law. It supersedes all previous policies and/or memoranda that may have been issued from time to time on subjects covered in this policy. This policy is not intended to supersede or limit the District from enforcing provisions in any applicable collective bargaining agreement.

If any section or provision of this document should be held invalid by operation of law, none of the remainder shall be affected

**AFFECTED AREAS:**

This policy applies to all District employees and applicants.

**DEFINITIONS:**

**Applicant:** Applicant means an individual who:

1. Applies for a specific position with the District for which the District is seeking qualified applicants;
2. Meets the minimum qualifications of the position;
3. Is considered for Employment by the District;
4. Is invited for a District interview, whether virtual or in person; and
5. Does not withdraw from consideration for the position.

**Employment:** Employment includes employment actions such as hiring, promotion, transfer, reclassification, or demotion.

**PROCEDURE/PROCESS:**

The District shall provide reasonable accommodation(s) to individuals whose religious beliefs and practices conflict with their job, work schedule, or other aspects of employment.

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- 1) **Request:** An Applicant or employee seeking reasonable accommodation(s) pursuant to this policy should submit a completed Religious Accommodation Request Form to the Human Resources Department. Such request should be submitted at least thirty (30) days in advance, if practicable. The individual may be required to provide other documentation or information in support of the request.
- 2) **Assessment:** Accommodation requests will be evaluated by the Accommodation Review Committee on a case-by-case basis, taking into account such factors as the essential functions of the employee’s job, the requirements of the department, the duties of others in the department, any impact of the accommodation on the department, the duration of the requested accommodation, and the availability of alternative accommodations.
- 3) **Notice:** Once a determination is made, the Accommodation Review Committee will notify the Applicant or employee of the decision. Copies of the determination will be distributed to the Applicant or employee making the request and the Applicant’s or employee’s Department Head (or designee).
- 4) **Confidentiality:** The District maintains confidentiality of information, to the extent required by applicable law.
- 5) **Policy on Non-Discrimination:** The District prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity, housing status, or any other protected category established by law, statute, or ordinance.

Additionally, the District shall not discipline, fire, refuse to hire, deny benefits, or retaliate against an individual who requests a religious accommodation, participates in an approved accommodation or otherwise engages in protected conduct under this policy.

**RESPONSIBILITY:**

**District Employees:** District employees are expected to communicate their need for accommodation(s) for purposes under this policy to the Human Resources Department at [fpd.humanresources@cookcountyil.gov](mailto:fpd.humanresources@cookcountyil.gov) and to engage in a good faith exchange with the Accommodation Review Committee to determine a reasonable accommodation.

**District Supervisors:** Any supervisor or manager shall immediately notify the Human Resources Department of any requests for a reasonable accommodation.

**Applicants:** Applicants should inform the Human Resources Department of any need of an accommodation at [fpd.humanresources@cookcountyil.gov](mailto:fpd.humanresources@cookcountyil.gov). While the Human Resources Department will receive applicants’ accommodation requests, in no event should the accommodation request be disclosed to the hiring department or interview panel.

**TRAINING REQUIREMENTS:**

N/A

**COMMUNICATION PLAN:**

- 1) This policy should be distributed to all District employees.

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2) This policy should be added to the District shared drive, intranet, and website.

**REFERENCES:**

Cook County  
[Personnel Rules](#)

The Forest Preserve District of Cook County  
[Employment Plan](#)  
[Reasonable Accommodations Policy](#)

**POLICY LEAD:** Michelle Gage  
 Director of Human Resources

**APPROVAL:** Arnold Randall  
 General Superintendent

**POLICY HISTORY:**

Approved: 08/27/2021  
 Revised:

Revised:

**If you have questions concerning this District policy, please contact:**

**Forest Preserve District of Cook County**  
 The Human Resources Department  
 Phone: (708) 771-1561  
 Email: [FPD.HumanResources@cookcountyil.gov](mailto:FPD.HumanResources@cookcountyil.gov)



### REQUEST FOR RELIGIOUS ACCOMMODATION

This form is to be completed by any Forest Preserve District of Cook County employee or applicant who is requesting a religious accommodation pursuant to the Forest Preserve District of Cook County Religious Accommodation Policy.

When complete, this form must be submitted to the Department of Human Resources, by email at [fpd.humanresources@cookcountyil.gov](mailto:fpd.humanresources@cookcountyil.gov).

#### EMPLOYEE/APPLICANT INFORMATION

Name:

Best Contact Number:

Email Address:

Job Title:

Department:

Work Location:

**IF NECESSARY, PLEASE USE ADDITIONAL SHEETS FOR ANY OF THE INFORMATION REQUESTED.**

#### QUESTIONS TO DOCUMENT THE REASON FOR THE REQUEST

Describe in detail the religious practice or belief for which you are seeking accommodation (attach additional pages if needed):

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Please describe in detail the way in which your religious practice or belief conflicts with a Forest Preserve District of Cook County policy, practice, or schedule:

**QUESTIONS TO CLARIFY THE ACCOMMODATION REQUEST**

What specific accommodation are you requesting? (For example, time or space for prayer during work day, leave for a religious holiday or to attend a religious observance, modification to dress code or uniform, etc.) Please describe in detail.

Please state the date(s) or frequency of the requested accommodation (For example, daily, weekly, a specific date):

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**By signing below, I attest that the religious practice or belief for which I am seeking accommodation is sincerely held by me. Further, I affirm that the information provided in this document is true and accurate to the best of my knowledge, and that any intentional misrepresentation contained in the request may result in disciplinary action, up to and including, discharge.**

Employee/Applicant Signature:

Date: