

Religious Accommodation Policy

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POLICY

King County is committed to maintaining a respectful, productive, inclusive, and equitable workplace. Federal, state, and local law prohibit discrimination based on religion. It is King County's policy to accommodate sincerely held religious beliefs or practices if such accommodation does not result in undue hardship.

DEFINITION

Undue Hardship means "more than de minimis" cost or disruption to the work or workplace.

REQUESTING AN ACCOMMODATION

Employees should contact their departmental [HR Manager](#) regarding a request for religious accommodation. Requests for religious accommodation should be in writing and must state the accommodation requested. Departmental HR Managers will work with the employee's work unit, the central Department of Human Resources, and the Prosecuting Attorney's Office to determine if an accommodation is possible or whether it would be an undue burden on the workplace.

If an employee believes their request for religious accommodation was not adequately addressed, the employee should contact the Department of Human Resources Director.

RESPONSIBILITIES

Responsibilities of the Human Resources Managers

The HR Managers in executive branch departments, offices, divisions, and agencies shall be responsible for:

- Receiving requests for religious accommodation.
- Working with the requesting employee's work unit, the Prosecuting Attorney's Office, and the central Department of Human resources to determine if an accommodation is feasible and does not result in an undue hardship on the workplace.

Responsibilities of Supervisors and Managers

All supervisors and managers in executive branch departments, offices, divisions, and agencies, including the Assessor's Office and Elections shall be responsible for:

- Referring employees with religious accommodation requests to the departmental HR Manager.
- Forwarding requests for religious accommodation to the departmental HR Manager.
- Working with the HR Manager to determine the feasibility of accommodation requests.

RETALIATION

Retaliation against an employee for requesting a religious accommodation is prohibited by the King County [Nondiscrimination, Anti-Harassment & Inappropriate Conduct Policy](#). Employees wishing to report that they experienced retaliation for requesting religious accommodation should refer to the “Reporting Discrimination, Harassment, Retaliation or Inappropriate Conduct” section of the policy for instructions on how to report retaliation.

QUESTIONS/COMMENTS

Refer questions or comments to your department’s [Human Resources Manager](#) or the Department of Human Resources.