

 ERIE COMMUNITY COLLEGE POLICY	NUMBER VII - A - 3c	Human Resources/ Affirmative Action
APPROVED 1/04	SUBJECT Religion & National Origin	

Purpose - To establish a policy to ensure nondiscrimination based upon religion and/or national origin in accordance with Title VII of the Civil Rights Act of 1964, as amended, and the New York State Law Against Discrimination.

Policy

Requirements:

1. Erie Community College prohibits discrimination based upon religion and/or national origin and ensures that applicants and employees are treated equally during employment.
2. The College will actively recruit at the local, state, and national level for employees from various religious and ethnics groups.
3. All recruiting sources shall be notified of the College's commitment to provide equal employment/educational opportunity without regard to religion and/or national origin.
4. The College will make reasonable accommodations for the religious observance and practices of a prospective employee who regularly observes Friday evenings and Saturday or some other day of the week as his/her Sabbath.
5. The College will make a reasonable attempt to accommodate employees/students who observe certain religious holidays during the year and who are opposed to performing work or engaging in similar activity on such days by observing paid optional holidays which can be used at the employee's/student's discretion.

Accountability

Under the direction of the President, the Director of Equity & Diversity, Affirmative Action and Equal Employment Opportunity shall ensure compliance with this policy. The Director for Equity & Diversity, Affirmative Action and Equal Employment Opportunity, in concert with the Vice Presidents, Chief Administrative and Financial Officer, Associate Vice Presidents, Deans and Assistant Deans shall implement this policy.

Responsibilities

1. Employees and job applicants shall be responsible for submitting requests for reasonable accommodations to the appropriate director, supervisor, designee or for students to the Dean of the College. The request should include an explanation of the reasons for the accommodation and the type of accommodation that is needed.
2. Associate Vice Presidents, Deans, Directors and Supervisors shall be responsible for:
 - a. reviewing and documenting requests from employees, job applicants and students for accommodations;
 - b. determining whether reasonable accommodations can be made and conferring with the Director of Equity & Diversity, Affirmative Action/Equal Employment Opportunity Office or other appropriate departments, if necessary; and,
 - c. documenting reasonable accommodations requests that were denied with an explanation of the reasons for the denial and forwarding information to the Director of Equity & Diversity, Affirmative Action/Equal Employment Opportunity Office.
3. The Director of Equity & Diversity shall be responsible for:
 - a. providing guidance on making accommodations at the request of an Associate Vice President, Dean, Director or Supervisor;
 - b. monitoring the performance of administration in complying with this policy;
 - c. informing Associate Vice Presidents, Deans, Directors or Supervisors about requests for reasonable accommodations; and,
 - d. consulting with Associate Vice Presidents, Deans and Supervisors regarding requests for reasonable accommodations based upon religion or national origin.