

SUBJECT: RELIGIOUS ACCOMMODATIONS

Background: The City of Madison is committed to equal employment opportunities for all employees and a work environment that fosters equity, inclusion, and belonging. Individuals may not be discriminated, harassed, or retaliated against because of their religious beliefs or practices, or because they lack religious beliefs or practices. Consistent with this commitment, the City complies with all laws protecting employees' religious beliefs, practices, and observances. When requested, the City will provide a reasonable accommodation for employees' sincere religious beliefs (moral or ethical beliefs about what is right and wrong that are sincerely held with the strength of traditional religious views) practices, and observances, provided the requested accommodation is reasonable and does not create an undue hardship for the City or pose a direct threat to the health and/or safety of the employee or others in the workplace. The Occupational Accommodation Specialist (OAS) will work with the supervisor to determine if the religious accommodation request is reasonable by connecting with the employee, the employee's supervisor, and reviewing required information. In some cases, where the religious accommodation will result in a hardship for the City, the OAS may find alternative arrangements that meet the religious accommodation needs without resulting in an undue hardship.

A religious exemption may be granted to City employees who:

1. Hold a sincere religious belief that requires accommodation;
2. Complete the religious accommodation request form; and
3. Provide any information needed to support the exemption request.

Policy: The City of Madison is committed to the spirit and intent of the Civil Rights Act of 1964 and other relevant State and Federal laws promoting the rights of individuals with sincerely held religious beliefs to enjoy equal opportunity in the workforce. Accordingly, it is the policy of the City to provide reasonable workplace religious accommodations to City employees. The City also takes action to protect these individuals from retaliation based on their request for, or use of, an accommodation. Any individual who feels they have been retaliated against may file a 3-5 complaint with the City's Department of Civil Rights.

Accommodation Request Procedure: An employee may request a religious accommodation at any time. The request can be made as follows:

1. Complete a religious accommodation request form.
2. Turn the completed form into Human Resource's Occupational Accommodation Specialist by emailing the form to accommodations@cityofmadison.com or by placing a completed form in a sealed envelope and turning it in at the Human Resources front desk which is located on the second floor of the Madison Municipal Building.
3. The OAS will either approve the request, approve a modified version of the request, or deny the accommodation, in writing.

Reasonable accommodations for employees might include granting individual leave for religious observances, providing a time and place to pray, or allowing the flexibility to wear religious attire to work.

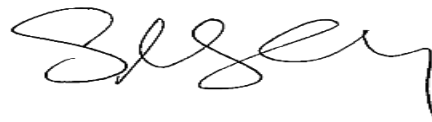
If your religious accommodation is related to your work schedule or time off from work, you must request the accommodation at least three (3) weeks in advance if possible.

Confidentiality: Religious accommodation requests shall be kept confidential. Request forms will be securely filed and stored. Information needed to fulfill a religious accommodation may be shared with supervisors but is limited to only the information needed to implement the employee's accommodation.

Approval: Both the employee and supervisor will be notified in writing of an approval or of approval of a modified version of the request.

Denial: If the employee's request for religious accommodation is denied, the Occupational Accommodations Specialist will notify the employee of the denial and the reason(s) for the denial. If the employee disagrees with the decision to deny the religious accommodation, the employee has the right to file an appeal with the Human Resources Director. This appeal must be written and turned into or emailed to Human Resources within 7 business days of the denial.

Designation: The Director of Human Resources is designated to administer and coordinate this policy consistent with applicable State and Federal laws affecting employees with sincerely held religious beliefs.

A handwritten signature in black ink, appearing to read 'SR-Conway', is positioned above the printed name and title.

Satya Rhodes-Conway
Mayor

APM 2-57
October 10, 2025

Attachments:
Attachment 1 – Religious Accommodation Request