

Frequently Asked Questions (FAQ's)

Religious Reasonable Accommodation

Additional information or questions can be addressed via NEXCOM's Disability Program Office at RAgroup@nexweb.org or you may call 800-884-9459 option 2.

1. How do I make a request for a religious accommodation?

An individual may use “plain English” and need not mention “reasonable accommodation” or “religious accommodation”. A Requester (associate or applicant) who seeks a religious accommodation must put the DON on notice that the need for an accommodation is based on a conflict between the individual’s religious belief, practice, or observance and their work duties or the DON’s application process.

2. Can a request for religious accommodation be made at any time?

Yes. A request for religious accommodation can be made at any time if an individual’s sincerely held religious beliefs conflict with their work duties.

3. Is a discussion about my religious beliefs necessary?

Yes. The Interactive Process is required between the Requester, their manager, and the RA Coordinator throughout the accommodation process. This discussion will include questions about the accommodation requested and how your sincerely held beliefs conflict with work duties.

4. Will I be approved for the religious accommodation of choice?

Maybe. A request for a religious accommodation must be granted as long as it does not create an undue hardship (substantial burden). If the requested accommodation is not the most effective, the Requester and manager should discuss the best possible options for accommodation to resolve the matter. If a more effective accommodation exists, management can approve an alternative accommodation.

5. Can a manager question my sincerely held religious beliefs?

Maybe. If there is objectifiable evidence of the sincerely held religious belief, management can examine the belief as it relates to the conflict with work duties. If no objectifiable evidence exists, management will only examine whether the accommodation will cause an undue hardship (significant burden) on operations.

6. Is documentation to support my request required?

No. However, it may be requested to better understand the request and the conflict that exists.

7. Am I as a manager, required to have a conversation with an Associate who requests a reasonable accommodation?

Yes. You are required to participate in the Interactive Process, which starts the moment an RA request is received orally or in writing.

8. What types of accommodations are made for religious requests?

Schedule swaps, flexible scheduling, lateral transfers, and compensatory time are some examples of reasonable accommodations for religious reasons.

9. Am I entitled to a reasonable accommodation due to my religious beliefs?

Yes. You are entitled to an accommodation that is reasonable in nature and one that does not create or cause an undue hardship (significant burden) on business operations.

10. How do I submit a request for a religious accommodation?

Submit a request verbally or in writing (preferred) to your first-line manager. That request must be sent to the Disability Program Office via their mailbox at RAgroup@nexweb.org within **2 business days**.