# **NOTICE OF AMENDED REGULATION**

**March 15, 2022**

**BOARD OF GOVERNORS**

Division of Universities

University of North Florida

**REGULATION TITLE:**

Religious Accommodations for Students and Employees

**REGULATION NO.:**

1.0180R

**SUMMARY:**

The regulation is being amended to address students and employees in one regulation. The amendment also clarifies options for redress when a request for accommodation is denied.

**FULL TEXT:**

The full text of the regulation being proposed is attached.

**AUTHORITY:**

Florida Constitution, Article IX, Section 7(c)

F.S. 1006.53, BOG Regulation 6.0115

**UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:**

John Kantner, PhD, Associate Provost for Faculty and Research

Carrie Guth, Assistant VP, Chief Human Resources Officer

**INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:**

Stephanie Howell, Paralegal, Office of the General Counsel, [showell@unf.edu](mailto:showell@unf.edu), phone (904)620- 2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

***Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before March 30, 2022, to receive full consideration.***

**** **Regulation**

**Regulation Number**: ~~5.0070R~~1.0180R

**Effective Date**: 5/7/1989 **Revised Date**:

**Subject:** Religious Accommodations for Students and Employees

**Responsible Division**: Academic Affairs and Administration and Finance

**Check what type of Regulation this is:**

New Regulation

Major Revision of Existing Regulation

Minor/Technical Revision of Existing Regulation

Reaffirmation of Existing Regulation

## OBJECTIVE AND PURPOSE

The University recognizes and values students’ and employees’ rights to observe and practice their religious beliefs.This Regulation sets forth the University’s commitment to considering major religious holy days when planning large-scale University activities. It also sets forth the University’s willingness to provide reasonable accommodations requested on the basis of religious observance, practice, and belief. Finally, it provides information on how a student or employee may notify the University if they believe that they have been denied a reasonable accommodation.

The University maintains a separate Regulation regarding discrimination on the basis of religion, which may be found here: <https://www.unf.edu/president/policies_regulations/01-General/1_0040R.aspx>

## STATEMENT OF REGULATION

## A. Scheduling University Activities

When planning large-scale one-time University activities, the University will take into consideration major religious holy days. When possible, the University will refrain from scheduling such events on major religious holy days.

## B. Reasonable Accommodations on the Basis of Religion

The University will provide reasonable religious accommodations upon request to students and employees. A reasonable religious accommodation means an accommodation to enable a student or employee with sincerely held religious beliefs to participate in the University's programs, events, activities, or employment when that individual's religious beliefs would otherwise conflict, so long as the accommodation does not impose an undue hardship. In response to a request, the University may provide the requested accommodation, may offer another effective accommodation, or may deny the requested accommodation if it would impose an undue hardship on the University to provide it.

For example, students may request accommodations related to admissions, class attendance, and the scheduling of examinations and work assignments. Students who would like to request a religious accommodation that requires an absence should first contact their instructor at least one week in advance of the anticipated absence, or as directed in the course syllabus. The instructor may still hold the student responsible for all assignments and material covered in their absence, to be completed in accordance with a timetable provided by the instructor. The instructor reserves the right to require a student to complete coursework or take a test on an earlier date than the requested absence. Students should read course syllabi carefully and plan accordingly.

Employees may also request a religious accommodation. For example, an employee might request an accommodation such as breaks, flexible scheduling, or a schedule swaps with a coworker. To make such a request, the employee should first contact their supervisor. Requests will be considered on a case-by-case basis to determine whether undue hardship would result from the accommodation. The supervisor may provide the requested accommodation or may refer the individual to the Office of Equal Opportunity and Inclusion.

C. **Seeking Redress for Failure to Provide a Religious Accommodation**.Any student or employee who believes that they havebeen unreasonably denied a requested religious accommodation may contact the Office of Equal Opportunity and Inclusion. That office may further evaluate the request or provide information regarding the proper forum to request reconsideration.

*Specific Authority: F.S. 1006.53, BOG Regulation 6.0115; Amended and Approved by BOT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*