

## Religious Accommodation Policy

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### PURPOSE

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 an undue burden.

### APPLICABILITY

The county's Religious Accommodation Policy applies to all employees in the executive branch departments, offices, and divisions, including the Assessor's Office and King County Elections. This includes all career service, provisional, temporary, probationary, and appointed employees.

### POLICY

Whether an accommodation would result in an undue burden is determined by reviewing the totality of the circumstances including the monetary cost to the County, whether a labor agreement must be violated in order to implement the accommodation, and the impact on the work unit including employee morale, recruitment, and retention.

### REQUESTING AN ACCOMODATION

Employees should contact their [HR Manager](#) regarding a request for religious accommodation. Requests for religious accommodation should be in writing and must state the accommodation requested. If an employee believes their request for religious accommodation was not adequately addressed, the employee should contact the Department of Human Resources Director.

### RESPONSIBILITIES

#### Human Resources Manager Responsibilities

HR Managers shall be responsible for receiving employee requests for religious accommodation.

HR Managers will work with the requesting employee in an interactive process along with the employee's work unit, the Prosecuting Attorney's Office, and the Department of Human Resources Policy Team to determine if an accommodation is feasible and does not result in an undue burden on the workplace.

## **Supervisor and Manager Responsibilities**

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All supervisors and managers shall be responsible for:

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

## **PROHIBITION AGAINST RETALIATION**

Retaliation against an employee for requesting a religious accommodation is prohibited by the King County [Nondiscrimination, Anti-Harassment, and 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 do so.

## **QUESTIONS**

Questions or comments should be referred by employees to the employing department’s [Human Resources Manager](#) or the Department of Human Resources.