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## Metro’s New Religious Accommodation Policy Takes Effect

- Policy outlines procedures for agency, employees and job applicants to follow.
- [Read policy online](#). (PDF)

(Jan. 11, 2006) Metro’s new Religious Accommodation Policy went into effect earlier this month, underscoring that the agency is an equal opportunity employer that does not discriminate on the basis of religion.

Human Resources Policy #20, now posted on the HR Intranet web site, establishes standards and procedures under which Metro will make good faith efforts to respond to requests for religious accommodations.

The policy applies to employees and job applicants who have sincerely held religious beliefs, practices or observances.

The Religious Accommodation Policy was developed late last year, following the settlement of a federal lawsuit brought against Metro by a bus operator trainee who is an Orthodox Jew. It went into effect Jan. 2, 2006.

### Accommodation request forms

The policy includes “Request for Religious Accommodation” forms for job applicants and employees, along with a form an employee must complete describing the accommodation requested.

The policy also includes an appeal procedure in the event a religious accommodation has been denied.

The new policy allows a bus operator who is unable to find a suitable work assignment that doesn’t conflict with religious observances to take a “Religious Unpaid Leave of Absence” (RULS) under circumstances spelled out in the policy.

HR will provide training over the next 90 days to Operations managers and supervisors who have special responsibility for implementing the policy. The policy also is to be posted at all work locations for employees to see.

For more information about the new policy, contact Stefan Chasnov, Metro’s Religious Accommodation Administrator, at 922-5223.