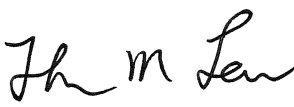


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

<b>APPROVED BY:</b>  Theodore M. Lewis, MBA Interim Hospital Administrator/CEO	<b>RESPONSIBILITY:</b>  Hospital-wide	<b>EFFECTIVE DATE:</b>  September 25, 2015	<b>POLICY NO.:</b>  A-HR1300	<b>PAGE</b>  1 of 2
<b>TITLE: RELIGIOUS ACCOMMODATIONS</b>				
<b>LAST REVIEWED/REVISED: 07/2015</b>				
<b>ENDORSED: EMC 0 9/2015</b>				

**PURPOSE:**

To delineate the Guam Memorial Hospital Authority's policy on Religious Accommodations.

**POLICY:**

In accordance with Title VII of the Civil Rights Act of 1964 as amended, the Guam Memorial Hospital Authority will not discriminate against any applicant or employee on the basis of his/her **religion** in hiring, firing and other terms and conditions of employment.

The Guam Memorial Hospital Authority will "reasonably accommodate" the religious observance, practice and belief of an employee or applicant unless to do so would create an "undue hardship." This applies equally to religion-oriented dress and grooming practices.

**PROCEDURES:**

**I. Employees' Responsibilities:**

- A. An employee needing religious accommodation must submit a written request to his/her immediate Supervisor/Department Manager.
- B. The employee should provide enough information to enable the Supervisor/Department Manager to understand what accommodation is needed and why it is necessary for his/her religious practice or belief.
- C. An employee needing the accommodation is obligated to cooperate with the supervisor and/or department manager's accommodation efforts.

**II. Supervisor/Department Manager's Responsibilities:**

- A. Upon receipt or notification for religion accommodation, the Supervisor and/or Department Manager will make every effort to provide "reasonable accommodation."
- B. Supervisor/Department Manager will assess each request and avoid assumptions or stereotypes about what constitutes a religious belief or practice or what type of accommodation is appropriate.
- C. The Supervisor/Department Manager and the requesting employee will confer fully and promptly about the employee's religious needs and the available accommodation options.

- D. The Supervisor/Department Manager is not obligated to provide an employee's preferred accommodation if there is more than one effective alternative to choose from. The Supervisor/Department Manager should, however, consider the employee's proposed method of accommodation, and if it is denied, explained why his/her proposed accommodation is not being granted.
- E. When faced with a request for a religious accommodation which can not be promptly implemented, the Supervisor/Department Manager should consider offering alternative methods of accommodation on a temporary basis, while a permanent accommodation is being explored. In this situation, the employee should be apprised of the Supervisor/Department Manager's efforts to provide a permanent accommodation.

III. **Reasonable Religious Accommodation:**

- A. A reasonable religious accommodation is any adjustment to the work environment that will allow an employee to comply with his/her religious beliefs.
- B. Common Accommodations Include:
  - 1. Flexible arrival and departure times
  - 2. Floating or optional holidays
  - 3. Flexible work breaks (Working lunch in exchange for early departure)
  - 4. Permitting employees to make up time lost due to religious observance
  - 5. Voluntary substitutes and swaps of shifts, assignments, etc.
  - 6. Lateral transfer and/or change of job assignment
  - 7. Modifying workplace practices and policies and procedures

IV. **Undue Hardship:**

Undue hardship refers to an accommodation that would be unduly costly, extensive

V. **Retaliation:**

Retaliation against an individual who has either 1) opposed an unlawful employment practice; or 2) made a charge, testified, assisted or participated in an investigation, proceeding or hearing under the statute, is a violation of Title VII.

**REFERENCE:**

U.S. Equal Employment Opportunity Commission, Compliance Manual Section 12 - Religious Discrimination.

**RESCISSION**

Policy No. 8650-3.209, Religious Accommodations Policy of the Administrative Manual made effective December 28, 2010.

**GUAM MEMORIAL HOSPITAL AUTHORITY  
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws                                      Submitted by Department/Committee: Equal Employment Opportunity
- Rules & Regulations                      Policy No.:     **A-HR1300: Religious Accommodations**
- Policies & Procedures**                      Title: \_\_\_\_\_

Reviewed/Endorsed Title	<b>Date</b>	<b>Signature</b>
	<i>7/29/2015</i>	<i>Toni V. Tenorio</i>
	Name	Toni V. Tenorio
	Title	Equal Employment Opportunity Officer
Reviewed/Endorsed Title	<b>Date</b>	<b>Signature</b>
	<i>9-25-15</i>	<i>Theodore M. Lewis</i>
	Name	Theodore M. Lewis, MBA
	Title	Interim Hospital Administrator/CEO
Reviewed/Endorsed Title	<b>Date</b>	<b>Signature</b>
	<i>9-25-15</i>	<i>Theodore M. Lewis</i>
	Name	Theodore M. Lewis, MBA
	Title	Executive Management Council Chairperson
Reviewed/Endorsed Title	<b>Date</b>	<b>Signature</b>
	Name	
	Title	
Reviewed/Endorsed Title	<b>Date</b>	<b>Signature</b>
	Name	
	Title	
Reviewed/Endorsed Title	<b>Date</b>	<b>Signature</b>
	Name	
	Title	

**\*Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**