

If you believe that you have been discriminated against under Palm Beach County's Equal Employment Ordinance or Title VII of the Civil Rights Act of 1964, as amended, you should call, write, or visit the Office of Equal Opportunity at the address shown on this brochure.

Under Palm Beach County's Equal Employment Ordinance, complaints must be sworn, in writing, and received by the Office of Equal Opportunity within 180 days of the date of the most recent alleged discrimination.

[Note: There are longer filing periods for complaints filed with either the U. S. Equal Employment Opportunity Commission (300 days) or with the Florida Commission on Human Relations (365 days).]

*For information, assistance, or  
to file a complaint, contact:*

**Palm Beach County  
Office of Equal Opportunity  
Governmental Center**

301 North Olive Avenue  
10th Floor

West Palm Beach, FL 33401

TEL: (561) 355-4883

FAX: (561) 355-4932

[www.pbcgov.com/equalopportunity](http://www.pbcgov.com/equalopportunity)



Palm Beach County  
Board of County Commissioners

In accordance with the provisions of the ADA, this brochure can be made available in an alternate format. Please call (561) 355-4883.

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# Religious Accommodation

**Palm Beach County  
Office of  
Equal Opportunity**

[www.pbcgov.com/equalopportunity](http://www.pbcgov.com/equalopportunity)

**Pamela Guerrier  
Director**

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# The Law

Under Palm Beach County's Equal Employment Ordinance (Ordinance No. 95-31) and Title VII of the Civil Rights Act of 1964, as amended, employers have a duty to reasonably accommodate the religious beliefs and practices of its employees.

Employers are not required to choose the accommodation preferred by an employee so long as the offered accommodation is reasonable and can be done without undue hardship to the employer's business.

## What is Protected as Religion?

- The law covers not just beliefs, but practices followed in carrying out such beliefs.
- Generally, cultural and political beliefs are not protected as religion.
- The religious belief must be sincerely held, but it need not be a part of the standardized creed of a particular faith.

## What is Reasonable Accommodation?

The employer's duty to accommodate an employee's religious beliefs or practices arises after the employer is made aware that an employee has a particular religious need.

Once the employer is aware of the conflict between a job requirement and the employee's religious belief or practice, then the employer must attempt to reasonably accommodate the religious belief or practice without undue hardship on the conduct of the employer's business operation.

An employer meets its responsibility under the law when it offers a reasonable accommodation of an employee's beliefs. Employers are not required to offer the accommodation requested or preferred by

the employee. However, the employer must be able to show that efforts were made to eliminate any conflicts between the employee's job duties and the employee's religious beliefs, while preserving the individual's employment status.

## Examples of Reasonable Accommodation

- *Changing work schedules.* Are there voluntary substitute or replacement workers with similar qualifications and skills?
  - *Utilization of Flexible Scheduling.* Can employees be allowed to have flexible arrival and departure times or use lunch time or other hours to make up time lost?
  - *Shift Changes.* Employees may be allowed to swap shifts with co-workers, if feasible.
  - *Leave Policies.* Allow employee to use paid leave where paid leave is allowed for nonreligious purposes. Also, employees may be allowed to use unpaid leave, if planned in advance.
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