



**Series** 1200 Human Resources

**Policy Name** Employee Rights Mechanisms

**Policy Number** 1238

**Origination Date** 11/01/2013

**Revision Date:** July 1, 2018

**Regulation** N/A

**Policy:** Communities Connected for Kids respects the religious beliefs and cultural values of its employees. In situations where there is a perceived conflict of values and beliefs concerning specific aspects of client care and/or services, Communities Connected for Kids will attempt to make reasonable accommodation or alternative arrangements to address the perceived conflict provided that client care and/or safety are not compromised.

**Procedure:**

1. Communities Connected for Kids will provide each employee with access to the Employee Handbook which outlines their right to grieve any condition of employment they find to be unreasonable, with the exception of the performance appraisal.
2. Communities Connected for Kids respects the religious beliefs and cultural values of its employees. In situations where there is a perceived conflict of values and beliefs concerning specific aspects of client care and/or treatment the employee is encouraged to follow the Positive Approach to Sharing Concerns/Suggestions policy.
3. The employee's supervisor will attempt to make temporary reasonable accommodation or alternative arrangements to address the perceived conflict provided that client care and/or safety are not compromised. Additionally, the supervisor will prepare an action plan that details a permanent resolution to the perceived conflict of the employee. This plan will be presented to Human Resources and the CEO for approval.
4. If reasonable accommodation can not be made or if the employee does not agree with the approved accommodation, the employee will be required to meet the needs of the client assigned to their care through performance of the essential job functions as indicated in the job description.
5. In situations where there is no mutually agreed upon resolution, the employee should follow the steps included in the Positive Approach to Sharing Concerns/Suggestions policy." Until such time as the issue is resolved, the employee will be required to meet the essential duties of their job.



6. In all situations, the needs of the clients will be paramount to that of any other.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018