

West Central Region Local Policy			
Subject	Issued	Revision	Policy Section
Religious Accommodations	5/27/2020		Equal Opportunity

Reference: OWD Issuance 33-2017

It is the policy of the Workforce Development Board of Western Missouri, Inc. (WDB) that the West Central Region Missouri Job Centers comply with the Americans with Disabilities Act. Additionally, the WDB and the West Central Region Missouri Job Centers are committed to complying with the Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination in programs and activities receiving federal financial assistance. This WDB and West Central Missouri Job Centers may receive requests for accommodations for religious beliefs or practices.

WDB and the West Central Region Missouri Job Centers are committed to the fair and equal service delivery. With regard to any aid, benefit, service, training, and employment, the WDB and the West Central Missouri Job Centers will provide reasonable accommodations and reasonable modifications for individuals who are applicants, registrants, eligible applicants/registrants, participants, employees, or applicants for employment, unless providing the accommodation would cause undue hardship.

WDB requests that all subcontractors and partners within the West Central Missouri Job Centers follow this Religious Accommodations Policy when serving customers within the West Central Missouri Job Centers under the One-Stop Operator.

Resources

- U. S. Equal Employment Opportunity Commission, Chapter XIV – Part 1630 –
- Section 188 of the Workforce Innovation and Opportunity Act

Definitions

Religion: May include traditional, organized religions such as Christianity, Judaism, and Buddhism. It may include religious beliefs that are new, uncommon, not part of a formal church or sect, or only held by a small number of people. A practice is religious if the employee’s reason for the practice is religious and not based upon personal preferences. Social, political, or economic philosophies, or personal preferences, are not ‘religious’ beliefs under Title VII.

Undue Hardship: According to WIOA Section 188 29 CFR Part 38, Undue burden or undue hardship has different meanings, depending upon whether it is used with regard to reasonable accommodation of individuals with disabilities, or with regard to religious accommodation.

West Central Region Local Policy			
Subject	Issued	Revision	Policy Section
Religious Accommodations	5/27/2020		Equal Opportunity

- For purposes of religious accommodation only, “undue hardship” means anything more than a de minimis cost or operational burden that a particular accommodation would impose upon a recipient.

Process for General Public

Committed to the principle of fair and equal opportunity, the West Central Region Missouri Job Centers strive to protect rights and opportunities for all applicants, participants, applicants for employment, and employees. As part of this commitment, West Central Region Missouri Job Centers will make good faith efforts to provide a reasonable accommodation for individuals’ sincerely held religious beliefs.

Job Center customers and the public seeking to access Job Center Services and in need of religious accommodation can make their request to any Job Center staff. When a customer notifies staff of a need for an accommodation, staff will work together with the customer to determine a suitable and reasonable accommodation. Job Center staff should immediately evaluate and respond to requests. If there is a question of undue hardship the Job Center staff should coordinate with the One-Stop Operator of the center.

Undue Hardship – Missouri Job Center Responsibilities

As a recipient of WIOA funds, if the One Stop Operator believes that the proposed accommodation would cause undue hardship, the One Stop Operator has the burden of proving the undue hardship.

- The One-Stop Operator will make the decision that the accommodation would cause such hardship only after considering all factors listed in the WIOA Section 188 definition of “undue hardship.”
- The decision will be accompanied by a written statement of the One-Stop Operator’s reasons for reaching that conclusion. A copy of this written statement will be provided to the individual or individuals who requested the accommodation.
- If a requested accommodation would result in undue hardship, the recipient must, (after consultation with an individual), take any other action that would not result in such hardship, but would nevertheless ensure that, to the maximum extent possible,

West Central Region Local Policy			
Subject	Issued	Revision	Policy Section
Religious Accommodations	5/27/2020		Equal Opportunity

individuals receive the aid, benefit, service, training, or employment provided by the recipient.

Retaliation

Retaliation is prohibited against a customer of the Job Center when exercising his/her right to request an accommodation.

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Danielle Smith
 State WIOA Equal Opportunity Officer
 421 E. Dunklin P.O. Box 1087 Jefferson
 City, MO 65101
 Telephone: (573) 751-2428 or Fax: (573)751-4088
 Email: Danielle.smith@ded.mo.gov
 Email: DWDComplaintsandgrievances@ded.mo.gov

Or

The Director, Civil Rights Center (CRC)
 U.S. Department of Labor 200
 Constitution Avenue NW.
 Room N-4123, Washington, DC 20210
 Or electronically as directed on the CRC Web site at www.dol.gov/crc

Questions

Questions regarding this policy can be directed to the Equal Opportunity Officer for the Workforce Development Board of Western Missouri, Inc.

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Subject	Issued	Revision	Policy Section
Religious Accommodations	5/27/2020		Equal Opportunity

Contact Information

Tara Colter Lappat
 Equal Opportunity Officer
 Workforce Development Board of Western Missouri, Inc.
 150 S. Limit, Suite 300
 Sedalia, Mo 65301

Phone: (660) 827-3722
Fax: (660) 827-3789
Email: t.lappat@wcregion.org
 711 Missouri Relay Service