



<b>Policy Name:</b>	Title VII Religious Accommodation Request Procedure				
<b>Section Number:</b>	4.18	<b>Section Title:</b>	Campus	President's Office	
<b>Policy Owner:</b>	President		<b>Last updated:</b>	August 2024	<b>Reviewed:</b> August 2024
<b>Status:</b>	Active		<b>Due for Review:</b>	August 2029	

Jones College (College) is committed to providing a welcoming and inclusive environment that is respectful of the Religious Beliefs and Practices of all members of the College community. As part of this commitment, the College will make good faith efforts to provide reasonable Religious Accommodations to individuals who's sincerely held Religious Beliefs and Practices conflict with a College policy, procedure, or other academic or employment requirement unless such an accommodation would create an undue hardship.

The College is committed to diversity and nondiscrimination and supports the employment of all qualified individuals, regardless of religious affiliation or beliefs. This commitment is in accordance with Title VII of the Civil Rights Act of 1964 and its accompanying regulations, as well as the Equal Employment Opportunity Commission's Guidelines on Discrimination Because of Religion.

#### **Procedure for Seeking Religious Accommodation by College Employee**

Employees requesting a religious exemption accommodation are required to submit the appropriate "Religious Accommodation Request Form" available on the College website to Jones College Human Resources.

The request will be evaluated by the Religious Accommodation Committee and the results returned to the Director of Human Resources. Should the committee require more information from the employee/applicant or applicant this request will go through Human Resources. The evaluation of any accommodation request will be based on applicable federal law. The employee/applicant will be notified through the Director of Human Resources of the results of the accommodation request.

An individual who disagrees with the resolution of the request may appeal to the President of the College within five business days of receiving this completed form with the Deciding Official's decision. The President will respond within five business days. There will be no further appeals.

#### **Procedure for Seeking Religious Accommodation by Students**

Students requesting a religious exemption accommodation are required to submit the appropriate “Religious Accommodation Request Form” available on the College website to the Vice President of Student Affairs (VPSA).

The VPSA will redact all identifying data and forward the request to the Religious Accommodation Committee who will evaluate the request based on applicable federal law. Should the committee require further information this request will be made through the VPSA. The VPSA will notify the student of the committee’s decision.

An individual who disagrees with the resolution of the request may appeal to the President of the College within five business days of receiving this completed form with the Deciding Official’s decision. The President will respond within five business days. There will be no further appeals.

#### JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Wendy Evans, ADA Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-2673; email [ADACoordinator@jcc.edu](mailto:ADACoordinator@jcc.edu) and (Title IX) Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email [brittany.weatherford@jcc.edu](mailto:brittany.weatherford@jcc.edu). Jones County Junior College, [900 South Court Street, Ellisville, MS 39437](https://www.jcc.edu).