



## UNIVERSITY POLICY

**SUBJECT:** AFFIRMATIVE ACTION/EEO    **TITLE:** RELIGION AND NATIONAL ORIGIN

**CODING:** 00-01-35-30:00    **ADOPTED:** 02/24/81    **AMENDED:** 11/01/97

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### I. PURPOSE

To establish a policy to ensure nondiscrimination based upon religion and/or national origin in accordance with Title VII of the Civil Rights Act of 1964, as amended and the New Jersey Law Against Discrimination.

### II. ACCOUNTABILITY

Under the direction of the President, the Associate Vice President for Affirmative Action and Equal Employment Opportunity (AA/EEO) shall ensure compliance with this policy. The Associate Vice President for Affirmative Action and Equal Employment Opportunity in concert with the Deans and Vice Presidents shall implement this policy.

### III. POLICY

#### A. Requirements:

1. The University of Medicine and Dentistry of New Jersey prohibits discrimination based upon religion and/or national origin and ensures that applicants and employees are treated fairly during employment.
2. The University will actively recruit at educational institutions with substantial enrollment of students from various religious and ethnic groups.
3. All recruiting sources shall be notified of the University's commitment to provide equal employment/educational opportunity without regard to religion and/or national origin.
4. The University will make reasonable accommodations for the religious observance and practices of a prospective employee who regularly observes Friday evenings and Saturday or some other day of the week as his/her Sabbath.
5. The University will make a reasonable attempt to accommodate employees/students who observe certain religious holidays during the year and who are opposed to performing work or engaging in similar activity on such days by observing paid optional holidays which can be used at the employee's/student's discretion.

B. Responsibilities:

1. Employees and job applicants shall be responsible for submitting requests for reasonable accommodations to the appropriate director, manager, supervisor, or for students to the Dean of the school. The request should include an explanation of the reasons for the accommodation and the type of accommodation that is needed.
2. Deans, Vice Presidents, directors, managers, and supervisors shall be responsible for:
  - a. hiring individuals, and implementing terms and conditions of employment without regard to religion or national origin;
  - b. reviewing and documenting requests from employees, job applicants and students for accommodations;
  - c. determining whether reasonable accommodations can be made and conferring with the AA/EEO Office, Office of Legal Management, or other appropriate departments, if necessary; and
  - d. documenting reasonable accommodations requests that were denied with an explanation of the reasons for the denial and forwarding information to the AA/EEO Office.
3. The AA/EEO Office shall be responsible for:
  - a. providing guidance on making accommodations at the request of a Dean, Vice President, director, manager or supervisor;
  - b. monitoring the performance of management in complying with this policy;
  - c. informing Deans, Vice Presidents, directors, managers or supervisors about requests for reasonable accommodations; and
  - d. consulting with Deans, Vice Presidents or the Office of Legal Management regarding requests for reasonable accommodations based upon religion or national origin.

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President