

The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Section # HR		Subject # 516
Subject Title Managing Staff Requests	Adopted 12/21/09	Last Revised 12/21/09; 1/26/15	Reviewed 12/21/09; 12/27/10; 11/28/11; 1/28/13; 2/24/14; 1/26/15 1/25/16

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Managing Staff Requests

- 1.1 The employee is informed during orientation that he or she may request not to participate in an aspect of care because of cultural values, ethics, or religious beliefs.
- 1.2 If the employee identifies an aspect of care or service in which he or she wishes not to participate, a request is made in writing to his or her supervisor. The request shall include the cultural, ethical, or religious reasons, as well as the aspect of care or service from which he or she wishes to be excused.
- 1.3 The supervisor will review the request to justify the appropriateness and determine whether accommodating the request is possible.
- 1.4 The supervisor will notify the employee and the HR Director to assure continuity of care. There will be an understanding that if the accommodation is prevented because of an emergency situation, the employee will be expected to temporarily perform assigned duties so as not to negatively affect delivery of care or services.
- 1.5 If the staff request is denied by the Program Manager, the staff may appeal to the CEO.

Melissa McKinstry, Board Chairperson	Date		

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