

# POLICY AND PROCEDURE

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## REACH for Tomorrow

POLICY: RHR-516

TITLE: **Managing Staff Requests**

EFFECTIVE DATE: 12/8/24

**AUTHORIZED BY: Board of Trustees**

This policy shall apply to all employees of R.E.A.C.H for Tomorrow.

### 1. Managing Staff Requests

- 1.1. The employee is informed during orientation that they 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 they wish not to participate, a request is made in writing to the direct supervisor. The request shall include the cultural, ethical, or religious reasons as well as the aspect of care or service from which they wish 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 Coordinator 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 direct supervisor, the staff may appeal to the CEO.