

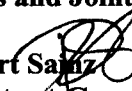


JAMES K. HAHN  
MAYOR

**Date:** June 19, 2003

**Directive No:** 03-46

**To:** All WorkSource Centers; Satellites; WIA Youth Contractors,  
Leads and Joints, Youth Opportunities Movement

**From:** Robert Samiz   
Assistant General Manager

**SUBJECT:** Policy on Nondiscrimination Based on Religion

The purpose of this Directive is to clarify the City of Los Angeles' policy on nondiscrimination based on religion.

**Background**

The City's policy on nondiscrimination is in accordance with Title VI and VII of the Civil Rights Act of 1964, Section 188 of the Workforce Investment Act, and 29 CFR 37.1. The policy is also covered in Directive 1-52, the City of Los Angeles Equal Opportunity Nondiscrimination Policy. The policy prohibits discrimination in hiring practices as well as workplace habits based on religion.

Federal regulations mandate that employers make suitable arrangements for employees requesting accommodations for religious observances, provided such requests do not create undue hardships for the employers in conducting business. Such accommodation requests may include modification of employees' work schedules, mode of dress or personal appearance, or religious observances while on the workplace site.

If an employer refuses to provide accommodations for an employee's religious observances, the employer must demonstrate that such an accommodation would create an undue hardship in conducting business. Examples of accommodations that would create undue hardships in conducting business are those that by nature inhibit product sales or compromise safety in the workplace.

**Action Required**

All staff members, particularly those in supervisory positions, are to be made aware of this policy. It is critical that all City of Los Angeles WIA service providers adhere to and are in compliance with these regulations.

RS:MC

