



New York State Department of Labor

Andrew M. Cuomo, Governor

Peter M. Rivera, Commissioner

**NYS Department of Labor
Policy Statement on Reasonable Accommodation
for Religious Observance and Practices**

The NYS Department of Labor and the State of New York is committed to assuring equal employment opportunity for persons who engage in religious observances or practices. To this end, it is the NYS Department of Labor's and the State of New York's policy to provide reasonable accommodation for religious observances and practices. This policy is based on the New York State Human Rights Law, the federal Civil Rights Act of 1964, Title VII and all applicable Executive Orders and Memoranda.

The policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, the job application process, examination and testing, hiring, training, disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment, promotions, and other terms, conditions or privileges of employment.

The NYS Department of Labor's Designee for Reasonable Accommodation (DRA) is Margaret Sheehan-Nolan, Acting Director, Division of Equal Opportunity Development. Employees and applicants can obtain more information regarding this policy by obtaining the "Procedures for Implementing Reasonable Accommodation of Religious Observance or Practices for Applicants and Employees," and a *Request for Reasonable Accommodation* form (GA-142), at <http://www.labor.ny.gov/formsdocs/deod/deodformsandpublications.shtm>.

Employees and applicants, who have questions, can call us at:

518-457-1984 (Albany)

(TDD) 1-800-662-1220

718-613-3673 (Brooklyn)

(Voice) 1-800-421-1220

716-851-2768 (Buffalo)

A handwritten signature in cursive script, appearing to read "Peter M. Rivera".

Peter M. Rivera, Commissioner