



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Managing Staff Requests

**THIS POLICY**

Policy Number: 408

Effective Date: 11/01/2002

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**REPLACES POLICY**

Policy Number: 408

Effective Date: 12/01/95

**Policy:**

Wesley Woods Senior Living, Inc., will try to accommodate requests to be relieved from specific aspects of patient care due to cultural or religious beliefs.

**Procedure:**

1. During the initial interview, all internal and external candidates for patient care positions are informed of job responsibilities that may have a potential conflict with religious or cultural beliefs. The responsibilities include but are not limited to: DNR orders, blood administrations, and/or withdrawal of life support systems or nourishments/hydration following advance directives.
2. If a candidate requests relief from specific aspects of patient care, it is the supervisor's responsibilities to determine whether that request can be reasonably accommodated before an offer of employment is extended.
  - a. If the candidate is hired, the manager is responsible for developing staffing plans or alternative methods of care delivery necessary to accommodate the employee's request.
  - b. The candidate should be referred to Human Resources for consideration of other positions, if an accommodation cannot be made.
3. When a change in operational needs/procedures or a change in the employee's beliefs come into conflict with a specific aspect of the delivery of patient care, the employee is responsible for notifying his/her supervisor of the conflict.
  - a. The manager is responsible for determining if the employee's request to be relieved from specific aspects of patient care can be reasonably accommodated. If the manager determines the request can be accommodated, he/she is responsible for developing staffing plans or alternative methods of care to accommodate the request.
  - b. If the request cannot be accommodated, the employee may apply for transfer to another position within the organization. An employee who is not placed within 30 days will be separated and notified of their COBRA rights, if eligible.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Date Reviewed: 11/01/02 Last Reviewed 09/01/2007 Adair Maller, Director Human Resources