



Director

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

October 1, 2021

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Olijar
Director

SUBJECT:

Reasonable Accommodations Policy Statement

I reiterate my commitment to establishing and maintaining a highly qualified workforce by utilizing the diversity of talents, experiences and perspectives available to the Bureau of Engraving and Printing (BEP). To this end, I emphasize the critical requirement at BEP to provide reasonable accommodations to qualified employees and applicants for employment with disabilities or an employee's sincerely held religious belief, practice or observance unless to doing so would cause undue hardship, to ensure that all have equal opportunity to compete and participate on a fair and level playing field and achieve their fullest potential.

In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual to enjoy equal employment opportunities. Qualified individuals with disabilities are those employees or applicants for employment with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position. Title VII of the Civil Rights Act of 1964 or Title VII defines "religion" to include "all aspects of religious observance and practice as well as belief," not just practices that are mandated or prohibited by a tenet of the individual's faith. Religion includes not only traditional, organized religions but also religious beliefs that are new, uncommon, not part of a formal church or sect, only subscribed to by a small number of people, or that seem illogical or unreasonable to others. Further, a person's religious beliefs "need not be confined in either source or content to traditional or parochial concepts of religion." A belief is "religious" for Title VII purposes if it is "religious" in the person's "own scheme of things," i.e., it is a "sincere and meaningful" belief that "occupies a place in the life of its possessor parallel to that filled by . . . God."

Requesting for reasonable accommodation can either be made directly to the employee's supervisor or manager or by contacting the Reasonable Accommodation Coordinator in the Office of Equal Opportunity and Diversity Management (OEODM), who will assist them through the process. Applicants requesting a reasonable accommodation may make a request through the Employee Services Division in the Office of Human Resources, who will work directly with OEODM to ensure accommodation is addressed accordingly.

All questions regarding the Reasonable Accommodation process should be directed to OEODM by phone: 202-874-3460, TTY: 202-874-4931 or email: OEODM @bep.gov.