

M-E-M-O

TO: Church Member

FROM: Southern Union Conference Office
Department of Public Affairs and Religious Liberty

RE: Letters Requesting Accommodation

The Department of Public Affairs and Religious Liberty realizes that not everyone has access to a word processor or typewriter. Therefore, we would like to offer our services to you by further offering to type your own customized letter to your employer requesting accommodation.

This is what you have to do:

Contact our office at the Southern Union Conference Office, either by filling out the problem report in Section III of this kit or by telephoning us at (404) 299-1832.

We need to have the following information:

- Your full name
- Your present home address
- Your Company's name and mailing address
- The name of the head of personnel for the company
- Type of problem
- How long you have been with the company
- How long you have been a Seventh-day Adventist

From our office we will type the letter for you and send it back to you (with extra copies) for your personal signature. Then you may forward a copy to your employer. This should take about two to three days for the whole process.

We realize that not everyone will need this type of assistance. However, if it is difficult to find a typewriter or you do not have access to a word processor please let our office help.

RELIGIOUS LIBERTY PROBLEM REPORT

Southern Union

PLEASE COMPLETE FORM AND RETURN TO :
SOUTHERN UNION PARL DEPARTMENT
P O BOX 849, DECATUR, GA 30031

PERSONAL INFORMATION

Name, Address, Marital status, Date of Birth, How long an SDA?, Name of pastor, Address, H. tel, W. tel, S. S. No., Name of spouse, Names and ages of minor childred, Church where currently member, Home tel., Ch. tel.

EMPLOYER INFORMATION

Employer, Address, Type of business, President, Personnel manager, Supervisor, Who has power to hire and fire?, Tel. No.

Total years with employer, Initial warning received, Initial discipline applied, Latest discipline applied, Total employees in company, Date began present job, Date, Date, Date, How many have same skills as you?

How many other SDAs in company?, Is overtime mandatory, bid out, or voluntary?

Brief explanation of policies governing shift and days off assignments:

Is seniority strictly followed?

Church Members' Checklist for Sabbath Problems

● INITIAL STAGE

1. Contact the Southern Union PARL Department (404) 299-1832 at the first sign of a Sabbath employment problem.
2. Conduct yourself above reproach at all times. Others often know more than we realize about Seventh-day Adventist beliefs and will watch all aspects of your life.
3. At every step make detailed memos of...
 - ✓ people
 - ✓ places
 - ✓ dates
 - ✓ times of meetings
 - ✓ conversations
 - ✓ and of incidents that may take place.

Be sure that copies of all of these memos are sent to the Southern Union PARL Department Post Office Box 849 Decatur, Georgia 30031. Keep us informed concerning all changes in your phone number and address.

● YOUR RIGHTS UNDER THE LAW

4. The Civil Rights Act forbids discrimination on the basis of religion where there are 15 or more employees (state law may be less), unless accommodation would cause undue hardship.

Note: An employer (or employment agency or a union) has a duty to attempt to accommodate the religious beliefs of employees (and applicants) unless the employer can show that accommodation would result in an undue hardship on the operation of the business.

● YOUR RIGHTS DURING THE JOB SELECTION PROCESS

5. The EEOC Guidelines forbid an employer to ask a prospective employee any questions regarding availability to work on specific days, such as Friday night and Saturday, until the job has been offered. At that point, if the employer has a business necessity, he may inquire into your availability for Sabbath work, but he then has the same obligation to attempt to make an accommodation as he does for employees already on the job.

Southern Union
Conference



of Seventh-day Adventists

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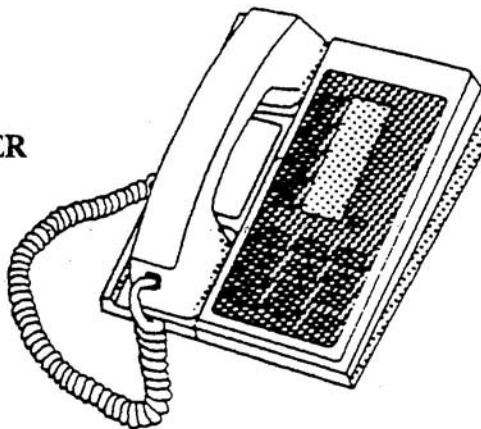
• **ADDITIONAL INFORMATION INVOLVING SABBATH ACCOMMODATION**

26. **DO NOT QUIT YOUR JOB. NEVER** make a statement such as, "I'll quit my job before I will work on the Sabbath." In some cases this has been construed to be a "voluntary quit." Rather, if it is necessary, say, "I would have to lose my job rather than work on the Sabbath."

27. If you are coerced into signing a statement of resignation or if you quit because an employer makes conditions unbearable, redress may still be available depending on the circumstances. This is called a "constructive discharge."

28. Remember always conduct yourself as a representative of Jesus Christ. Your witness, properly given, may lead someone else to Christ.

REMEMBER



We have a strong Religious Liberty Department in the Southern Union. Be sure to call us whenever you need help or have questions. Our telephone number is:

(404) 299-1832