

UNICON Work From Home HR Guide

Updated: 2025-04-12

Step 1. Confirm Your Sincerely Held Belief and Understand Your Rights

- **Assess Your Conversion:**

Reflect on your UNICON conversion and document why working 100% remotely is a core tenet of your religious practice. Make sure you can explain how this belief relates to your identity and moral framework.

- **Know Your Legal Protections:**

Familiarize yourself with your rights under Title VII of the Civil Rights Act, which mandates that employers provide reasonable accommodations for sincerely held religious practices. Note that recent legal developments (e.g., *Fowler v. State of New York* and *Groff v. DeJoy*) reinforce that if the job can be done remotely, the employer must engage in an interactive process rather than simply imposing an in-office requirement.

- **Understand the Job History:**

Since your position was previously performed 100% remotely (2020–2022), use this history to support your claim that the essential functions of your role can be done away from the office. Document any performance evaluations or communications that confirm the success of the remote arrangement.

Step 2. Document and Organize Evidence

- **Personal Documentation:**

- Write a personal statement outlining when and why you converted to UNICON.
- Detail your religious belief as it relates to your telecommuting requirement (e.g., reference the UNICON Core Principles and the “WFH Oath” you took).
- Consider notarizing this document and then emailing it as a PDF to support@unicon.church, as this will help with any legal proceedings the church may help you with in the future.

- **Employment History Documentation:**

- Gather evidence (emails, performance reviews, HR policy documents, and any remote work agreements) showing that you successfully worked remotely

in the past, even if hybrid.

- Include any job descriptions or communications from the period when 100% remote work was the norm.

- **Church Letter (if desired):**

While not always necessary, consider whether you want an official UNICON leader to submit a letter on how workplace productivity in a remote environment increases, and confirming that 100% telecommuting is a Core Principle of the UNICON theology and a strict membership requirement.

There is absolutely no fee for this letter. It is considered a humanitarian work by The Church.

Step 3. Prepare a Formal Religious Accommodation Request

- **Sign and Notarize the official UNICON Work From Home Religious Accommodation Letter:**

- **Specific Request:** Clearly state that you are requesting to work from home full time because your position is not within 2.5 miles of your residence — a distance you know to be incompatible with your religious commitment. Stress that this is not a personal preference but a matter of religious practice.
- **Offer to Discuss:** Indicate your willingness to engage in an interactive process (a dialogue with HR) to explain your need further and to work together on a practical implementation plan.

- **Include Supporting Attachments:**

- Attach your personal statement regarding your UNICON conversion and belief. The one notarized by the Leadership of UNICON.
- Provide copies of your remote work performance records or other evidence that the job's essential functions can be effectively performed from home.

- **Submit the Request to HR:**

- Follow your company's guidelines for submitting accommodation requests (whether through email, HR management system, or physical letter).
- Request a confirmation of receipt and a timeline for when your request will be reviewed.

- Be sure to encourage HR to contact UNICON for further concerns per the instructions specified in the official WFH affirmation letter.
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Step 4. Follow Up with HR: Interactive Process and Discussion

- **Schedule a Meeting:**

Once your written request is accepted, proactively ask for a meeting with HR and your supervisor to discuss how the accommodation will work in practice. Prepare to discuss:

- How your duties will continue to be met remotely.
- Any logistical or communication tools required to maintain productivity.

- **Maintain Professionalism:**

Clearly articulate that this request is based on your religious convictions and not on convenience. Emphasize that you have a longstanding track record of successfully working from home.

- **Document Everything:**

Keep records of all communications (emails, meeting notes, confirmations) related to your accommodation request. This documentation is critical if you later need to demonstrate that you followed the proper interactive process and that your request was made in good faith.

Step 5. Understand Your Recourse if Denied or Retaliated Against

- **Know the Next Steps if Denied:**

If your request is denied, request written reasons for the decision.

UNICON officially considers the only reasonable accommodations to be working from a walkable location less than 2.5 miles from your domicile. If denied, you must either 1) refuse to commute more than 2.5 miles (unless by walking) and accept any negative actions by your employer (penalties, forced termination of employment, etc.), or

2) actively notifying UNICON via support@unicon.church and disaffiliating with the religion.

3) The Church of Universal Consciousness officially disavows people with an insufficient amount of faith who choose to work in an office setting more than 2.5 miles from their domicile more than 3 days in any 30 day period (without written preapproval for walking, plus submitting evidence such as a fitness tracker + GPS showing slower than 4 miles per hour). Excommunication will result in any discovered breach of the Work From Home or Local Oath.

- **Consult Legal Resources:**

- Consider speaking with an employment attorney who specializes in religious discrimination and workplace accommodations. Recommendations will be

given by UNICON upon request.

- Contact the Equal Employment Opportunity Commission (EEOC) for guidance if you feel that your request is being handled unfairly or if there is evidence of retaliation.
 - **Monitor for Retaliation:**
Be alert to any changes in your treatment at work after submitting your request. Retaliation (e.g., demotion, negative performance reviews unrelated to your work, or unfavorable reassignments) is illegal. Document all incidents meticulously.
 - **File a Complaint if Necessary:**
If informal resolution is unsuccessful or if you experience retaliatory actions, consider filing a formal complaint internally or with the EEOC. Your documentation from Step 2 and correspondence from Step 3 will be vital in such proceedings.
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Final Reminders

- **Stay Informed:**
Continue to educate yourself on your rights under Title VII and any further legal developments regarding religious accommodations. Laws and interpretations can evolve, and being up to date reinforces your position.
- **Engage Respectfully:**
Keep all discussions with your employer polite and professional. A cooperative tone often leads to a smoother interactive process.
- **Leverage Your Successful Remote History:**
Use the period when you worked entirely remotely as a precedent that not only is remote work feasible for your role, but it has been effective. This historical performance is a strong lever in your discussions.

By following these structured steps, you can present a well-documented, legally informed case for your right to work 100% remotely on religious grounds. Remember that your request is protected under federal law and that employers are generally required to accommodate sincerely held beliefs whenever reasonably possible.

For detailed study on why this religious exemption should be honored by all US employers, please go to <https://chatgpt.com/share/67fba288-ceec-8009-af0d-44516625b2ef>