

# Saint Joseph's College

## Policy Manual

### Human Resources

**Section Name:** The Work Environment

**Section Number:** 4.10

**Effective Date:** 5/26/17

#### **SUBJECT: Pets On Campus**

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##### **Purpose:**

Saint Joseph's College wants to provide a safe and healthy work environment for all employees and visitors. In accordance with this, pets are prohibited from the campus buildings and facilities. Service animals, such as seeing-eye dogs and therapy dogs, are exempt from this policy.

##### **Eligibility:**

All Saint Joseph's College Faculty and Staff

##### **Policy:**

There are safety, health, and environmental concerns for pets on campus and in the workplace. As a result, pets are not permitted in campus buildings and facilities including classrooms, offices, residence halls and other campus facilities.

Pets are allowed on campus grounds, however, they must be kept on a leash and must not be left unattended. Pet owners who bring pets to campus will be held liable for damage to property or physical injury to others if caused by the pet. Pet owners should realize that not all members of the campus community are comfortable with the presence of pets, and indeed some may have negative reactions to pets. Pet owners must be sensitive and courteous to other members of the campus community; pet owners should take steps to avoid putting employees who may not be comfortable with the presence of pets in a situation where he or she may come into contact with a pet.

##### **Procedure:**

In order to accommodate individuals with disabilities, service animals are permitted in the workplace. Employees who are in need of a service animal must obtain authorization through the job accommodation process through the Human Resources Department prior to bringing the animal to the worksite. In all cases, only clean, trained, well-behaved, non-aggressive animals are allowed, and they are to be leashed and kept under control at all times. It is the pet owner's responsibility to ensure that pets relieve themselves outside. Owners are responsible for cleaning up after their pet.

Employees are reminded not to touch, feed or pet a service or working animal when the animal is working as it distracts the animal from the task at hand.

Unauthorized animals are not permitted in campus buildings and facilities.

Employees and visitors are reminded that bringing a pet to the College and leaving them in a car is neither appropriate, nor safe. Pets found unattended in a vehicle or otherwise unattended will be reported to the Campus Safety department. If the vehicle can be identified as belonging to a specific employee, Campus Safety will attempt to reach that employee. The expectation is the pet will be removed by the employee from the campus.