Animals in the Workplace

UNIVERSITY POLICY #118

Authority:
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SECTION 1: Purpose and Scope

1.1 It is West Liberty University's policy to provide a safe and healthy work environment for all employees, students and visitors. In accordance with this, the University prohibits animals in any WLU facility with the exception of certified service/support animals, working animals and science animals as authorized.

1.2 This Policy applies to WLU employees including but not limited to faculty, staff, temporary staff, adjuncts, and casual staff.

SECTION 2: Definitions

2.1 **Facility.** "Facility" means any University owned or leased facility.

2.2 **Working Animals.** "Working animals" refers to those animals engaged in authorized service to the institution such as a police dog.

2.3 **Science Animals.** "Science Animals" refers to animals authorized and maintained for educating students within departments/programs under the College of Science.

2.4 **Service/Support Animals.** "Service/Support Animals" refers to animals (primarily dogs) used to guide or assist persons with disabilities in the activities of independent living. The Americans with Disabilities Act (ADA) defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal.

SECTION 3: Procedure

3.1 Approval from the Human Resources Office is required for West Liberty University employees to bring a service animal or support animal to the workplace through an Americans with Disabilities (ADA) accommodation request. In cases when HR grants approval for an employee to bring a service animal or support animal to the workplace by an employee, the employee has the following responsibilities:

3.1.1 The care and supervision of the animal;

3.1.2 Keeping the animal under direct control at all times, such as by a harness, leash, or other tether unless they interfere with the animal's safe, effective

performance of work or service tasks, in which case the animal must be under the employee's control through voice control, signals or other effective means;

3.1.3 Ensuring that the animal does not disturb or disrupt normal academic or administrative functions;

3.1.3.1 Barking of a dog, which is part of the trained service-provision to the owner, is not a violation of this requirement.

3.1.3.2 If the dog or other animal is startled by a notice or a person's actions and makes a brief noise (i.e., isolated bark) that is not a violation of this requirement.

3.1.4 The animal must be healthy and clean, current on all appropriate/required vaccinations, and 'housetrained' to avoid waste occurring in inappropriate locations;

3.1.5 Complying with any relevant city, county and/or state license and leash laws while the animal is on University premises; and

3.1.6 The employee is responsible for any damage to personal or institutional property caused by the animal to the same degree that the employee would be responsible for damage caused by the employee's own conduct.

3.2 A service or support animal may be disallowed from continued use, at the direction of Human Resources under the following circumstances:

3.2.1 If the conduct of the animal demonstrates that it is a direct threat to persons;

3.2.2 Disruptive and inappropriate noise;

3.2.2.1 Inappropriate noise, which frequently and disruptively permeates a private office.

3.2.2.2 If the employee works in an open space and noise is inconsistent with the open space, disallowance may result if no reasonable alternative solution can be achieved.

3.2.3 For failure to properly manage animal waste. (Animals on campus grounds are not permitted to urinate on flowers, small shrubs, or at any non-grassy area. The employee must promptly remove fecal waste and place it in an outside waste can.

3.2.4 Any other violations of the above requirements.