

DEPARTMENT:	Human Resources
DATE ADOPTED:	10/01/2019
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APPROVED BY:	President's Cabinet



**Animals on Campus and in the Workplace**

**SCOPE:**

This policy applies to all students, faculty, staff, vendors, and guests of Pacific Union College (PUC), and pertains to all PUC property, with the exception of the PUC Demonstration and Experimental Forest, Student Housing (on-and-off campus), and Faculty/Staff Housing, which have their own specific animal guidelines.

**PURPOSE:**

To promote a safe and welcoming environment for all College students, faculty, staff, vendors, guests, and community members.

To ensure that all individuals with a disability, who have a Service Animal, are able to access the campus in accordance with the Americans with Disabilities Act (ADA).

**POLICY:**

**A. Limitations**

Animals are prohibited inside all College buildings or facilities. When animals are on College grounds, they must be leashed or otherwise restrained, kept under direct physical control by their owner or handler at all times, and must meet all local licensing and vaccination requirements. Fresh water fish in containers no more than five gallons are acceptable, but only if approved by the area Vice President.

Animal owners or handlers are responsible for cleaning up after their animal, properly disposing of its waste, and for any harm or damage the animal or its presence may cause. The College may seek restitution for animal-related damage to College property or facilities. All costs associated with harm or damage caused by an animal are the sole responsibility of the animal's owner or handler.

**B. Unattended Animals, Public Threat, or Nuisance**

Animals may not be tethered to any object or left unattended for any length of time, including in a vehicle. The College may contact an animal control officer to collect unattended animals found on College property. Animals that create a public threat or nuisance (i.e. aggressive behavior, excessive barking, etc.), or that otherwise disrupt the College's normal functioning must be removed.

**C. Enforcement**

Primary responsibility for enforcing this policy shall rest with 1) academic deans, chairs, and faculty for all academic departments; and 2) department heads, directors, and supervisors for all administrative spaces. The PUC Public Safety Department will respond to and investigate as

## HUMAN RESOURCES POLICY

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appropriate, reports of unattended or loose animals on campus or animal bites or attacks. Violations of this policy by members of the public may result in their dismissal from College property.

#### **D. Investigation and Adjudication**

Violations of this policy are considered misconduct subject to disciplinary action. Violations by students will be investigated and adjudicated in accordance with the Student Code of Conduct. Violations by faculty or staff will be reviewed in accordance with workplace policies and procedures that govern employee conduct.

#### **E. Service Animals vs. Emotional Support Animals**

Under the ADA, a Service Animal is trained to perform a function, or do a job, that his or her owner can't perform on their own due to a physical, intellectual, or emotional disability. While these animals may provide emotional support and comfort, they are specifically trained to provide assistance beyond therapeutic benefits alone.

PUC welcomes the presence of Service Animals only, in assisting people with disabilities on its campuses, consistent with the provisions of this policy, and applicable law. A Service Animal is generally permitted to be on College property, in any place where the animal's handler is permitted to be. In complying with the ADA, a Service Animal must be harnessed, unless the device interferes with the work of the Service Animal, or the individual's disability.

In certain limited situations, a Service Animal may be prohibited for safety and health reasons. The accompaniment of an individual with a disability by a Service Animal in a location with health and safety restrictions will be reviewed on a case-by-case basis by the appropriate department representative/s, and in collaboration with the Human Resources Department. Members of the college community are prohibited from interfering in any way with a Service Animal, or the duties that it performs.

An Emotional Support Animal is a companion animal (not necessarily a service animal), that may be prescribed by a licensed professional, to alleviate one or more identified symptoms or effects of an individual's disability. However, as Emotional Support Animals are not protected under the ADA, they are not permitted in the workplace.

*For questions about this policy, or assistance with understanding your obligations under this policy, please contact the Human Resources Department.*

**End of Policy**