

## Policy Prohibiting Pets in University Buildings and Work Areas

(August 24, 2016)

The University recognizes the important role of pets in the personal lives of some members of the campus community. At the same time, the University must maintain a safe, comfortable, and clean work and learning environment for all members of the campus community. Pets in University buildings and work areas may be a source of distraction, a source of discomfort to co-workers and students, create the need for extra cleaning, and maintenance and, in some cases, pose a risk of injury or illness.

### Policy:

Pets are not permitted inside non-residential University buildings at any time, and Western does not permit employees, authorized volunteers, contractors or consultants to bring pets to work with them into any work area.

Western does allow individuals with disabilities the use of a service animal in University buildings and at work to facilitate equal employment opportunity, equal access for educational opportunities and equal access to public buildings. Those who bring service animals onto University property need not request the University's permission to allow the presence of the service animal on University property, but employees, authorized volunteers, contractors or consultants are requested to notify the University of the need for a service animal's presence in advance of reporting to work with the animal. The individual may be asked whether the animal is needed because of a disability, and what work or task the animal has been trained to perform. If the individual needs any other accommodations in the workplace, documentation of the disability and a request for accommodations must be made to the director of human resources.

If members of the campus community observe a pet in non-residential university buildings or work areas and require policy enforcement support, they may contact their supervisor, Western security services or the office of human resources.

### Scope:

This policy applies to all members of the campus community, including faculty, administrative, classified, and student staff, authorized volunteers, contractors, consultants, students and visitors.

### Exclusions:

This policy does not apply to animals approved for academic research use through the institutional animal care and use committee.

This policy does not apply to animals used in classes on campus, based on requests by faculty for such use. Non-research animals used in classes require prior permission from the academic chair.

This policy does not apply to pets on campus grounds, outside of University buildings, when the employee or volunteer is not working. The city's leash law applies.

Pets used in a student activity require prior permission of the Vice President of Student Affairs.

### Definitions:

**Pet:** Any animal not trained or employed as a service animal.

**Service animal:** As defined by 28 CFR 36.104, means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability.

**University buildings:** All non-residential University owned or operated buildings. Housing has separate policies for residential buildings.

**Work areas:** All work areas owned or controlled by the University, all job sites for University employees, all class sites including locations in fieldwork, and all vehicles used for University work.