



4.5 Animals at the College Policy

Category: Human Resources

Name of Responsible Office: Human Resources and Organizational Development

Title of Responsible Executive: Vice President, Diversity-Equity-Belonging and Executive Director, MCC
Downtown Campus

Date Established: April 9, 2018

Date Last Approved:

Summary

Monroe Community College strives to provide a safe and healthy working and learning environment for all members of the College community. Consistent with this objective, the College prohibits animals from all College facilities and premises with the exception of authorized service animals, assistance animals, and working animals as defined below. Exceptions to this policy include animals acquired by the College for academic purposes and those animals associated with College-sanctioned events

Policy

Policy Statement

This policy provides for the health and safety of employees, students, visitors, and other members of the College community by restricting animals in College buildings as follows:

- Unauthorized animals are not permitted in any area within the College's facilities
- Students who require the aid of a service animal must obtain authorization through the disability accommodation process prior to bringing the animal to the College and must register as a student with a disability. Employees who require the aid of a service animal must obtain authorization through the Office of Human Resources.
- To accommodate individuals with disabilities, service animals are expressly permitted in all areas of the College.
- Service animals must be leashed, tethered, or harnessed unless these devices interfere with the service or assistance animal's work or the individual's disability prevents using these devices.
- The service animal's owner must maintain control of the animal at all times through voice, signal, or other effective means.
- Service and assistance animals must be clean, trained, well-behaved, and non-aggressive.
- Should the presence of a service or assistance animal impact a disability accommodation in place for another student or employee, the matter will be referred to the Provost and Vice President, Academic and Student Affairs for review and action.
- It is the service or assistance animal owner's responsibility to ensure that the animals relieve themselves outside.
- Cleaning up after the animal is the sole responsibility of the handler and must be addressed immediately. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal must always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus and properly dispose of waste and/or litter in appropriate containers.
- Working animals are permitted under the direction of Public Safety.

- Employees, students, and visitors are reminded that it is the responsibility of Public Safety to report to the appropriate local authorities any animal left in a vehicle or otherwise unattended.
- NYS law stipulates anyone who is directly training a service animal have the same rights and privileges as a person who requires a service dog, while performing the training.
- Animals acquired by the College for academic purposes or animals which are part of a College-sanctioned event are exempt from this policy.

Background

In addition to providing a professional and conducive working and learning environment, this policy responds to concerns for the health and safety of employees and animals. Further, it limits potential distractions and disturbances at the College.

The College may not require any documentation about the training or certification of a service animal; the College will, however, require proof that a service animal has been vaccinated in accordance with all state and local laws that apply to all animals.

Applicability

This policy applies to all members of the College community including but not limited to affiliated organizations, administrators, faculty, staff, students, volunteers, vendors, guests, and visitors. This policy applies to all College facilities.

Definitions

Facilities: Any College owned or leased facility.

Service Animals: The Americans with Disabilities Act (ADA) defines service animals as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. These animals may also may be called an assistance animal.

Support Animals: These animals provide companionship, relieve loneliness and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities.

Therapy Animals: These animals provide people with therapeutic contact, usually in a clinical setting, to improve people's physical, social, emotional, and/or cognitive functioning.

Working Animals: Those animals engaged in authorized service to the College (e.g., guard dogs, pest control animals, police dogs).

Responsibility

Executive Director, Human Resources and Organizational Development

Provost and Vice President, Academic and Student Affairs

Director, Counseling Center & Disability Services

Chief, Public Safety

Contact Information

Human Resources and Organizational Development

Related Information

College Documents

- [2.9 Americans with Disabilities Act and Americans with Disabilities Act Amendments Act Policy](#)
- [2.12 Equal Employment Opportunity and Affirmative Action Policy](#)
- [4.2 MCC Employee and Visitor Conduct Policy](#)
- [6.1 MCC Student Conduct Policy](#)

Other Related Documents

- [Service Animals, ADA Requirements](#)
- [Frequently Asked Questions about Service Animals and the ADA](#)
- [Reasonable Accommodations Under the Fair Housing Act](#)
- [“Service Animals and Emotional Support Animals,” ADA National Network](#)

History

Item	Date	Explanation
Shared Leadership Coordinating Council	December 14, 2017 – March 23, 2018	For review and comment
Board of Trustees	March 5, 2018	First read
Board of Trustees	April 9, 2018	Approved