



ANIMALS AT THE COLLEGE POLICY

Category: Human Resources

Date Established: Click to enter a date.

Name of Responsible Office: Human Resources

Date Last Approved: Click to enter a date.

Title of Responsible Executive: Assistant to the President, Human Resources [To be completed by Administration]
& Organizational Development

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, therapy dogs, and working animals as defined below.

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
- Employees and/or students who require the assistance of a service animal must obtain authorization through the disability accommodation process prior to bringing the animal to the College.
- To accommodate individuals with disabilities, service animals are expressly permitted in all areas of the College.
- Service animals must be leashed and kept under control at all times.
- Service animals must be clean, trained, well-behaved, and non-aggressive.
- Should the presence of a service animal impact a disability accommodation in place for another student or employee, the matter will be referred to the Vice President for Student Services for review and action.
- It is the service animal owner's responsibility to ensure that the animals relieve themselves outside. It is the responsibility of the owner to clean up after the animal and owners should not call on co-workers or Facilities staff to perform this duty.
- 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.

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.

APPLICABILITY

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

DEFINITIONS

Service Animals - Animals (primarily dogs) used to guide or provide assistance to 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.

Facilities – Any College owned or leased facility

Therapy Dog – A dog that is trained to provide affection, comfort, and love to people in hospitals, retirement homes, nursing homes, schools, hospices, disaster areas, and to people with mental disorders such as anxiety disorder or autism.

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

RESPONSIBILITY

Assistant to the President, Human Resources and Organizational Development

Director, Students with Disabilities

Chief, Public Safety

Contact Information

Human Resources

Related Information

College Documents:

Americans with Disabilities Act and Americans with Disabilities Act Amendments Act
Equal Employment Opportunity and Affirmative Action Policy
Employee and Visitor Conduct Policy

Other Related Documents:

Service Animals, ADA Requirements, https://www.ada.gov/service_animals_2010.htm
Frequently Asked Questions about Service Animals and the ADA,
https://www.ada.gov/regs2010/service_animal_ga.html

History

[To be completed by Administration]

Item:	Date:	Explanation
Shared Leadership Coordinating Council	December 14, 2017	For review and comment
Board of Trustees	March 5, 2018	First read