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|  | <i>Administrative Regulation</i> |            |                 |
|   | Policy#                          | 1.06       |                 |
|   | Effective:                       | 09/17/2019 |                 |
|   | Revised:                         | 02/07/2025 |                 |
| <b>PETS IN THE WORKPLACE</b>  |                                  | Owner:     | Human Resources |

**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

**PURPOSE**

This regulation outlines when and how employees may bring a pet, ***service animals***, or ***assistance animals*** to the workplace.

This regulation applies to all City employees who bring pets to the workplace. It covers any location where City work is performed, including offices, field sites, and remote workspaces. The regulation applies during work hours, meetings, and City-sponsored events.

This does not apply to:

- *Service animals*, which are addressed under the Americans with Disabilities Act and other applicable laws.
- Police Department employees assigned to a K9 unit.

**POLICY**

Bringing a pet to work is a privilege that helps create a positive and welcoming environment. Employees who want to bring a pet must follow guidelines to ensure a safe and respectful workplace for everyone.

Employees should use a non-public entrance when arriving at or leaving the workplace with their pet and avoid areas open to the public. The City will decide how many and types of pets are allowed and may deny requests as needed. Employees should be mindful of coworkers who may have allergies or fears related to animals.

Before bringing a pet to work, employees must:

- Get approval from their supervisor
- Ensure their pet is adequately trained and well-socialized.
- Ensure their pet is clean, vaccinated, and free of fleas and ticks.
- Check that their pet won't cause health concerns for co-workers.
- Sign a Pet Waiver agreement to follow the rules.

Pets must be friendly, well-behaved, and not disrupt work. They must not chew, bite, scratch, or damage furniture or office equipment. Employees should not feed other employees' pets without the owner's permission.

**PROCEDURE**

## 1. Getting Approval

- a. Employees must get permission from their department director.
- b. Pets must be well trained, clean, vaccinated, licensed, and covered by the employee's insurance.
- c. For **services animals**, employees may be asked to confirm the animal's role in supporting a disability. *Assistance animals* may require documentation.
- d. Employees must sign an acknowledgement form agreeing to follow the policy.

## 2. Service and Assistance Animals

- a. Employees must provide documentation from a healthcare provider if they need a service or *assistance animal* for their job.
- b. The animal must be clean, well-groomed, parasite-free, and properly licensed.

## 3. Pet Owner Responsibilities

- a. Employee should place a sign notifying others of their pet's presence (required for large breed dogs).
- b. Employees must clean up after their pets and supervise them at all times.
- c. Pets must not:
  - (1) Create messes or disruptions.
  - (2) Act aggressively.
  - (3) Enter restricted areas.
  - (4) Endanger employees or themselves.
  - (5) Damage property.
- d. If a pet exhibit repeated behavioral issues, the privilege to bring the pet to work may be revoked.

## 4. Pets in Vehicles

- a. Pets should not be left alone in vehicles for long periods.
- b. Pets are not allowed in City vehicles. This includes transporting pets to and from meetings or site visits.

## 5. Restricted Areas

- a. Pets are not allowed in:
  - (1) The Springfield Public Library (except *service animals*).
  - (2) Areas with heavy equipment or potential safety risk.
  - (3) Food preparation or serving areas.
  - (4) Tethered outside the building or left unattended in a parked vehicle.

- b. Exceptions may be made for *service animals* in restricted areas when required as a reasonable accommodation.

## **6. Handling Complaints**

- a. Employees with concerns should:
  - (1) Speak with the pet's owner to resolve minor issues.
  - (2) Report concerns to their supervisor if needed.
  - (3) Contact Human Resources (HR) for further assistance.
- b. Employees with medical concerns, such as allergies, may report directly to HR.
- c. Supervisors must address complaints promptly. Retaliation against individuals who raise concerns is strictly prohibited.

## **7. Pet Removal**

- a. Pets may be removed from the workplace after three incidents of misbehavior.
- b. Aggressive behavior (biting, growling, excessive barking) will result in immediate removal.
- c. Any pet-related injury requiring medical attention must be reported, and the affected the employee must seek medical care within 24 hours.

## **8. Employee Responsibility and Owner Liability**

- a. Employees are fully responsible for any harm, damage, or expenses caused by their pet.
- b. Employees may be held legally liable for any injuries, damages, or claims arising from their pet's behavior.

## **DEFINITIONS**

### ***Service Animal:***

A dog trained to perform tasks or work for a person with a disability, as defined by the Americans with Disabilities Act.

### ***Assistance Animal:***

An animal that provides emotional support or other help to a person with a disability. These animals do not need training to perform specific tasks.

## **RESOURCES**

### **Administrative Rules:**

- [Disability Accommodations](#)

### **Forms:**

- [Pet Waiver](#)

### **Online Resources:**

- [Humane Society "Don't Leave Your Pet in a Parked Car".](#)

- [Oregon Humane Society](#)