

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Pets at Work**

**Regulation and Procedure  
Number: URP: 05.485**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

Texas Woman's University ("TWU" or "University") is interested in promoting a healthy work-life balance for our employees. To foster a positive employment experience TWU will allow employees to bring certain pets on campus under certain conditions. A pet may only be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations.

Employees who are approved participants in the TWU Pioneer Pet Therapy Program may be allowed to bring their program-approved dog on campus for the purpose of participation in the TWU Pioneer Pet Therapy Program under certain conditions.

## **APPLICABILITY**

This policy is applicable to TWU Employees.

## **DEFINITIONS**

1. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. "Pets" means confined non-toxic small fish, birds, amphibians (frogs, toads, salamanders), and turtles. Secondly, dogs are included in the definition of pets only as allowed in university offices on special occasions as scheduled and announced in advance by the university.
3. "TWU Pioneer Pet Therapy Program" means the volunteer TWU program in which employee dog owners may participate once they have satisfied strict requirements and have been approved.

## **REGULATION AND PROCEDURE**

## I. Allowable Pets and Approval Process

### A. Allowable pets at work are as follows:

1. Confined non-toxic small fish, birds, amphibians (frogs, toads, salamanders), and turtles. Secondly, dogs are included in the definition of pets only as allowed in university offices on special occasions as scheduled and announced in advance by the university.
2. Additionally, pets including dogs will be allowed on campus outside of official university working hours of 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday, including weekends, provided that all other parameters of this policy are met.

B. A pet owner wishing to bring a pet to the office, including outside of university working hours, should first notify their immediate supervisor. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the pet owner's immediate supervisor.

C. That decision of the pet owner's immediate supervisor will be final, except in special circumstances which should then be referred to the Office of Human Resources for review. If an employee wishes to bring a species of animal not considered in the above definition of an allowable pet, the additional approval of the Division Vice President will be required.

## II. Exclusions

### A. Any pet may be excluded from the office if it:

1. Causes any person in the immediate work area to experience allergic reactions, fear, or any other physical or psychological discomfort;
2. Distracts any employee from their work; or
3. Reduces any employee's productivity or quality of work.

B. Any individual with a concern, such as allergic reaction, fear, or other physical or psychological anxiety regarding an employee's pet at the office should bring the matter to the attention of the owner's immediate supervisor.

- C. The Office of Human Resources will assist in making appropriate arrangements for a mutual benefit of all employees involved and will handle appeals where conflicts arise.

### III. Requirements for Pet Owners

#### A. The pet owner agrees to observe the following procedures:

1. Owner will be solely responsible for all clean-up inside and outside the building, including disinfecting, where appropriate measures can be taken.
2. Owner will not bring any pet to work that has not been fully house trained unless the pet is fully and humanely kept in an appropriate container during its time on campus.
3. Owner will not bring a pet to work that is ill or behaving abnormally and will remove the pet from the premises if the pet displays any signs of illness or abnormal behavior while on university property.
4. Owner will not bring a pet to work that has bitten or is aggressive, destructive, excessively vocal, or fearful.
5. Owner will not bring a pet with fleas, ticks, or any disease that is communicable to other pets/animals in the office and/or to humans.
6. Owner will not bring a pet that has not been properly vaccinated, or that has internal or external parasites.
7. Owner will not bring a pet that damages or destroys university property.
8. Owner will not bring a pet that fouls the inside or outside of university buildings.
9. Dogs that have not been spayed or neutered will not be permitted to come to the office when they are in season.

#### B. Control

All pets must be in the continuous full control by their owners (and control may include the humane confinement of pets where appropriate). All dogs

must be harnessed or leashed and should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Owners are expected to clean up, completely and immediately, after their pets.

C. Pets are NOT allowed in the following areas at any time ("Prohibited Spaces"):

1. Labs
2. Classrooms
3. Student Health Center
4. Counseling Center
5. Day Care
6. Food Preparation and Serving Areas, such as dining rooms and kitchen areas
7. Little Chapel in-the-Woods
8. Kitty Magee Arena
9. Gertrude Gibson House
10. Hubbard Hall
11. Data Centers
12. Fitness Center
13. Meeting Spaces
14. Residence Halls
15. Academic Spaces
16. Houston Harper Room
17. Theaters
18. College Street House and Cottage

- D. An employee who brings a pet to the office is completely and solely liable for any injuries to others or damage to TWU property or to property of a student, employee, or guest caused by the pet. The owner may be liable for any medical expenses resulting from injuries or illnesses caused by their pet and the university will not be liable for such expenses. Any repair, cleaning, or maintenance costs incurred by a pet will be charged in full to the owner.
- E. TWU may, in its sole determination, require a pet owner to maintain a liability insurance policy covering damage or injuries caused by the pet while on campus. The university may specify minimum coverage amounts under such a policy and will require the owner to pay for such coverage.
- F. Texas Woman's University shall not be liable for loss of, or injury to, any pet brought to the campus.

#### IV. TWU Pioneer Pet Therapy Program

A. Employees who participate in the TWU Pioneer Pet Therapy Program do so in a voluntary capacity and not as a function of their normal job duties. Owners should refer to the TWU Pioneer Pet Therapy Program information regarding eligibility and guidelines for participating in the program.

#### B. General Requirements

1. Employees must seek approval from their immediate supervisor to participate in the program during the employee's working hours.
2. Employees and their dogs must receive training and evaluation from the specified dog registration provider and become registered in order to participate in the TWU Pioneer Pet Therapy Program. Owners are required to provide proof of completed registration to the TWU Pioneer Pet Therapy Program before they may participate in any TWU Pioneer Pet Therapy Program events.
3. Employees must follow any insurance requirements of the TWU Pioneer Pet Therapy Program.
4. Employees must follow all requirements of Section III detailed above, with the exception that TWU Pioneer Pet Therapy Program dogs are allowed in Prohibited Spaces only to participate in scheduled, approved therapy events and with prior approval from the space owner.

#### C. TWU Pioneer Pet Therapy Program Dogs on Campus

Employees who are approved participants in the TWU Pioneer Pet Therapy Program are permitted to have their dogs on campus the entire business day of a TWU Pioneer Pet Therapy Program event, provided they have supervisor permission and keep the dog in a secure area of their workspace.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

None

## **FORMS AND TOOLS**

None

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