

SECTION: Human Resources

NUMBER: A-001-01-0019

AREA: General

UPDATED: 03/23/2022

SUBJECT: Animals in the Workplace

REVIEWED: 03/23/2022

I. PURPOSE

It is Rocky Mountain College’s policy to provide a safe and healthy work environment for all employees, students and visitors. By this, animals are prohibited from all Rocky Mountain College facilities including outdoors except authorized service animals and working animals as defined below. In addition to providing a professional and conducive work environment, this policy responds to concerns for the health and safety of employees, students, and animals. Allowing animals on campus is a risk and liability to the institution. Further, it limits potential distractions and disturbances in the workplace.

II. POLICY

- A. Service Animals refers to animals (primarily dogs) used to guide or provide assistance to persons with documented disabilities in the activities of independent living. The American 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. Certification and documented disability information should be brought to the Human Resources Department.
- B. Working animals are defined as those animals engaged in authorized services to the College (e.g., guard dogs, pest control animals or police dogs).
- C. Employees, faculty, visitors and/or students are not to bring a pet to work and leave them in a car or tethered to any college property because it is neither appropriate nor safe.
- D. Employees who violate this policy by bringing animals other than service animals to the workplace are subject to disciplinary action up to and including termination.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed necessary

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees