

DOG-FRIENDLY WORKPLACE POLICY

PURPOSE

This policy provides guidelines and restrictions for the presence of employees' dogs on Edison State campuses. It is not intended to address service animals or animals used in any course of instruction.

POLICY STATEMENT

It is the policy of Edison State Community College to provide its employees with a dog-friendly environment when dogs accompany them to any campus, while also protecting the safety of staff, faculty, and students. Department of Public Safety officers are responsible for dealing with service animals on each campus in accordance with DPS Policy 337 – Service Animals. This will include regular updates to the procedure when federal and state guidance changes, as well as training for DPS officers on those procedures. Veterinary Technology instructors may bring small animals to a campus or keep them in a classroom for instructional purposes. All such animals must be securely contained. K9 units may be used by the Department of Public Safety and the Police Academy may use K9 units for training purposes.

This policy is intended to apply to long-term, consistent and planned presence of pet dogs on Edison State campuses. The college recognizes that special circumstances can exist for pets to be on an Edison State campus temporarily. The Human Resources department will handle special circumstances on a case-by-case basis.

To protect the health and safety of students, faculty, staff, and visitors, domestic or wild animals are not permitted on any Edison State campus outside of the scope of this policy.

Size Limitations

Dogs are limited to 100 pounds or under.

Permit Application

Prior to bringing a dog to a campus, an employee must complete an application for a permit and submit the application to Human Resources. The application will include:

- Proof of licensure, when required by law
- Proof of personal liability insurance
- Signed statement that dog owners assume all culpability and providing the college with indemnification from liability.
- Declaration that there is no history of aggressive, dangerous, or vicious behavior and that the animal is able to be social with other dogs
- Health Assessment of the dog by a licensed veterinarian (must utilize ESCC Pet Health Examination Form) to include:
 - Current shot record to demonstrate that the dog has been vaccinated against: Distemper/Parvovirus, Bordetella, and Rabies
 - Dog flea & tick prevention treatment dates
 - Dog's name, breed, weight, and approximate age
 - Veterinarian's license # and contact information
- Employee Name, ID, and emergency contact
- Supervisory approval

Permits will only be approved in accordance with restrictions set by current insurance agreements.

Registration

Upon approval of the permit by Human Resources the dog will be registered with the Department of Public Safety. Registration will include permit application and all supporting documents.

Restricted Areas

Dogs are prohibited from entering:

On the Piqua Campus:

- Cafeteria
- Gym
- Nursing wing
- Emerson theatre
- Internet Café
- Library
- Any and all laboratories
- Areas surrounding organized events such as but not limited to:
 - Food truck areas
 - Organized sporting events
 - Organized gatherings
- Anywhere posted “No Pets.”

On the Greenville Campus:

- Faculty/Staff Lounge
- Student Lounge
- Any and all laboratories
- Student Learning Center
- Room 121
- Anywhere posted “No Pets.”

On the Troy Campus:

- Faculty/Staff Lounge
- Student Lounge
- Any and all laboratories
- Anywhere posted “No Pets.”

On the Eaton Campus:

- Faculty/Staff Lounge
- Student Lounge
- Conference Room
- Student Learning Center
- Any and all laboratories
- Anywhere posted “No Pets.”

If a co-worker or student has allergies to dogs and reasonable accommodations cannot be made, dogs are restricted from that work or learning area.

Containment

Dogs must be kept on a six-foot non-retractable or shorter leash and must be kept with the permit holder at all times or crated. When a dog is left alone in a staff or faculty office, they must be crated and a sign on the door must be posted "Dog Inside." All food, drink and associated equipment for the employee's dog must be maintained within the employee's work area.

Clean-up & Damages

Dog owners are responsible for immediate cleanup of waste. The Facilities Management Department will designate proper waste disposal locations and containers at all campuses. Dog owners are responsible for all damages and expenses incurred for damage caused by their dog, including any expense related to waste clean-up.

Injuries

Any injuries inflicted by a registered dog upon any person on an Edison State campus, including the dog's owner, are to be immediately reported to the Department of Public Safety.

Complaints

Any employee with a complaint about a specific dog may file a report with the Department of Public Safety, which will be forwarded to Human Resources for review.

Policy Violations

Failure to comply with any section of this policy will result in revocation of the pet's permit and may result in disciplinary action up to and including termination.

PERSONS AFFECTED

All Edison State Community College employees, students, and visitors.