

1.7 – Policy on Animals in the Workplace

Purpose/Policy

Wesley College is responsible for assuring the health and safety of all employees. In keeping with this objective, Wesley College does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees and/or students. Some employees/students may feel threatened or be distracted by the presence of animals. Wesley College reserves the right to provide approval for any/all support animals allowed on campus.

Applicability

This policy applies to all Wesley College faculty and staff.

Definitions:

Service Animal - A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional Support Animal (ESA) - A companion animal (pet) that a medical professional says provides some benefit for a person disabled by a mental health condition or emotional disorder. Emotional support animals are typically dogs, but are sometimes cats or other animals.

Policy

An employee who requires the help of a service animal, including Emotional Support Animals, will be permitted to bring such animal to the campus, provided that the animal's presence does not create a danger to others and does not impose an undue hardship.

An employee who is allowed to bring a service animal, including Emotional Support Animals, to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

Any faculty or staff requiring the help of a service animal, including Emotional Support Animals, must contact Human Resources to receive the appropriate approval prior to bringing the animal on campus. Faculty or staff must be prepared to provide medical documentation that demonstrates the requirement of a service animal, including Emotional Support Animals, as well as the appropriate documentation that certifies the animal. In some cases, additional information may be requested or required.

The following items must be adhered to in the case of an approved Emotional Support Animals (ESA):

1. The “Handler” is financially responsible for the actions of the ESA including bodily injury and/or property damage including, but not limited to, any replacement of furniture, carpet, wall coverings, etc. This could include extensive damage to floors and carpets from animal paws/claws which are not kept clean. The Handler is expected to cover any costs related to repairs and cleaning determined to be the result of the ESA. The Handler could be asked to remove the ESA from the premises, if damage is deemed excessive.
2. The Handler’s work environment may be inspected for fleas, ticks, or other pests, as needed. The work environment will be treated if fleas, ticks, or other pests are detected, and the Handler will be billed for the inspection and pest treatment.
3. If the Handler shares a work space with another colleague, the colleague will be notified of the approval, and will be provided information that the approved animal will be permitted to share the assigned working environment, if applicable.
 - ESAs are RESTRICTED TO and ONLY permitted access to the Handler’s work environment (office and/or classroom) and are not permitted in other areas of the campus (e.g. other offices, Library, Dining Facilities, Fitness Centers, etc.) except for toileting.
 - The ESA will not be watched, left with, or taken care of by anyone (students, colleagues, acquaintances, friends, etc.) other than the Handler.
 - The ESA must be restrained and/or leashed at all times and not permitted to walk freely outside the Handler’s work environment (office and/or classroom)
4. ESAs will not be left alone/unattended for extended periods in work environments. In the event that an ESA is left alone in the work environment for longer than a reasonable time, and is not being attended to as needed (food, time outside, etc.), or is creating a disturbance, the Office of Public Safety will contact the Handler or their emergency contact to remove the ESA immediately. If this is not successful, Wesley College may notify City of Dover Animal Control and shall have the right to have the ESA removed. Such action may be taken by the Office of Public Safety without liability.
5. Any cost of removing the ESA, unless prior arrangements have been made by the Handler for its removal, shall be the responsibility of the Handler.

6. The Handler must notify the Office of Human Resources in writing if the animal is no longer needed. To replace an ESA, the Handler must file a new request with the Office of Human Resources.
7. During times when College custodial and/or Facilities Management personnel must be in the Handler's work environment, the approved animal shall be properly kenneled or leashed and the Handler must be present. If the Handler is unable to be present, the Handler shall temporarily remove the approved animal (restrained/leashed) from the work environment and remain with it at all times.

The grassy areas between Malmberg and Carpenter Halls will be used for toileting. It is the Handler's responsibility to "curb the dog" after toileting and disposing of the waste.

Wesley College may, at its discretion, require the animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while on campus. Wesley College shall not be liable for loss of, or injury to, any animal brought to campus.