



Animals in the Workplace Guidelines

Summary:

The following guidelines should be used if bringing an animal to the workplace.

Guidelines:

- Bringing an animal to the workplace should be the exception, not the standard. Therefore, it is done only on a temporary basis. Consultation and approval from the immediate supervisor is required in advance.
- The animal cannot be disruptive to the work environment. Nor can the presence of the animal negatively impact on the work productivity of the employee, other employees, or students.
- Consideration must be given to the concerns of others; some employees are allergic or overly fearful of animals. West Chester University facilities are primarily a place of work and if complaints arise, the animal must be removed.
- **Service animals used by individuals with disabilities are exempt from the guidelines above; however individuals using service animals should notify the university's ADA Specialist at 610.436.2800.**
- The employee is responsible for all acts of the animal; including cleaning up after the animal if necessary.

Responsible Office:	Human Resource Services (HRS) for the President's Office	610.436.2830
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