

Animals in Campus Workspaces

Oberlin College prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to work or having a pet in Oberlin College workplaces, buildings and premises. Approved and registered service animals for a person with disabilities are permitted in compliance with institutional procedures for the Americans with Disabilities Act (ADA).

<u>Responsible Position for Policy:</u>	Chief HR Officer; Deputy HR Officer; Dir. Compensation & Benefits
<u>Office/Department Responsible for Policy:</u>	Department of Human Resources
<u>Division Responsible for Policy:</u>	Finance and Administration; General Counsel
<u>Scope of Policy:</u>	All Staff and Faculty
<u>Original Issue Date:</u>	Supplemental to the College's Americans with Disabilities Act (ADA) policy; April 2021
<u>Last Revision Date:</u>	ADA 2012 / Animals in the Workplace Policy: April 2021
<u>Log of Previous Revisions:</u>	ADA 2008; 2010; 2012; Animals in the Workplace Policy: April 2021

I. Policy Purpose

Oberlin College prohibits bringing a pet to work or having a pet in Oberlin College workplaces, buildings and premises. Approved and registered service animals for a person with disabilities. Service animals must be approved through the college's formal American with Disabilities Act process.

II. Policy Statement

This is intended to offer direction for those college employees seeking an accommodation through use of a registered service animal and reaffirming the college's restriction of pets in campus workspaces.

III. Policy Scope/Eligibility

This policy applies to all college employees, contractors, temporaries or volunteers that engage in work on campus.

IV. Definitions

- (A) Service Animal. According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to

an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.” Under the ADA, service animals are limited to service dogs and miniature horses.

- (B) Pet. Any animal kept by human beings as a source of companionship and pleasure.

V. Administration

- (A) The department of human resources is charged with enforcement of this policy.
- (B) Established ADA procedures for employees seeking accommodations must be followed for proper review and consideration of reasonable accommodations.
- (C) ADA requires an employer to determine whether it can make changes in the workplace or in how a job is accomplished to help make it possible for a person with a disability to perform “essential job functions.” The changes, which are called accommodations, must be reasonable in nature. The college can refuse an accommodation if the request imposes an undue hardship on the college or poses a direct threat to health or safety in the workplace.
- (D) A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are generally welcome in all buildings on company property and may attend any class, meeting or other events.

VI. Procedures

Employees requesting accommodation for a disability that includes a service animal must contact the human resource (HR) department and complete a Documentation of Disability form. All service animals must be registered with the HR department. Requirements of service animals and their owners include:

- (A) All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- (B) Animals must wear a rabies vaccination tag.
- (C) All dogs must be licensed per state law.
- (D) Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- (E) Animals must be in good health.

- (F) Animals must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
- (G) The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- (H) The owner/partner must provide the HR department staff with information as to how the animal accommodates for the individual's disability.

VII. Related Information

- (A) Reasonable behavior is expected from service animals while on company property. The owners of disruptive and aggressive service animals may be asked to remove them from Oberlin College facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior.
- (B) Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of all animal waste.
- (C) ADA accommodation forms can be found on the department of human resources website or by request of the Director of Compensation and Benefits.

Approval Process

Frequency of Review: Annual

Review Process: HR and General Counsel will review in consultation with the Director of Compensation & Benefits

Necessary Approval Constituents: Vice President for Finance and Administration, General Counsel