

Town of Pelham Pets in the Workplace Policy

Adopted by Board of Selectmen 10/23/2007

The following policy has been established in order to provide for the health and safety of the Town of Pelham staff and visitors. Pet owners are expected to recognize that not all employees or visitors like pets in the office, and in some cases people with allergies cannot tolerate being in close proximity to animals.

Service Animal Exception: Please note that the following policy does not apply to persons with disabilities bringing service animals to assist them in their attendance or work at the Town of Pelham. Such animals may accompany the person they are assisting into any area they would normally have access to as part of their employment or participation in Town functions. However, a service dog must be under the control of its owner at all times while on site at any Town of Pelham facility.

Police K9 Service Dog Exception: Please note that the following policy does not apply to the Police K9 Service dog. A separate Standard Operating Policy (SOP) has been established by the Pelham Police Department and takes precedence over this policy.

General Policy: The presence of pets in the workplace is not encouraged or permitted. Exceptions to this policy shall be reviewed by the BOS given the following guidelines:

Granting an exception must:

- promote public safety and awareness
- further the goals and objectives of the Town and/or Departments requesting as approved by the BOS

Exception conditions that must be agreed upon by the pet owner:

- Prior approval must be obtained by the BOS or designated agent.
- Pet must be properly licensed and vaccinated and maintained current
- Pet must not be left in facility overnight or when ever the owner is not present
- Any behavior, which interferes with an employee's ability to work, will be cause for a pet to be taken home.
- Aggressive behavior, such as growling, barking, chasing, or biting, is unacceptable and the pet will have to be taken home.
- Employees with allergic reactions to pets may ask the owner to refrain from bringing the pet to the workplace if the presence of the pet makes it difficult for the allergic employee to work.
- Pets with evidence of fleas will be asked to go home until the problem has been alleviated.
- Owners' are responsible for cleaning up after their pets at all times.
- If a pet has more than one indoor "accident" they will be asked to go home.
- Employees are financially responsible for any damage to cleaning to Town facilities; this includes damage from accidents, excessive pet hair and odor removal.
- Owners must maintain adequate liability insurance against pet mishaps.
- The Town of Pelham assumes no responsibility for any pet.

Exception Process

Any employee wishing to bring a pet into the workplace must provide the request in writing to the Town Administrator who will review requests and approve or decline. Upon decision, the TA will notify the BOS which may further review the request within 1 week of decision.