



University Administrative Policy

Policy Name: Comfort Animals for Employees on Campus

Responsible Office: HR/EO

Originator of the Policy: Leave Coordinator – Human Resources and Equal Opportunity

Effective Date: September 1, 2016

Revision History:

Web Link: <https://www.salemstate.edu/policies/>

1. Rationale

This policy details the University's guidelines for keeping animals on campus other than animals allowed under the Americans with Disabilities Act

2. Statement of Policy

The University does not recognize "comfort animals" as a reasonable accommodation under the Americans with Disabilities Act (ADA) for non-residential employees. Service animals will be accommodated in all university properties in accordance with the ADA. The University will consider "comfort animals" for residential employees as a reasonable accommodation in accordance with the Fair Housing Act (FHA) under the following conditions:

1. The employee must show through expert medical opinion that they have a disability that cannot be managed through other means or combination of means.
2. The comfort animal is only allowed in the employee's domicile and adjoining areas leading to the exit.
3. Certain animals will be excluded, including inherently dangerous or predatory animals (including certain snakes, pythons, birds, etc.) and endangered species.
4. If the below Employee Responsibilities are not met, the University reserves the right to rescind approval.

3. Scope

This policy shall govern the approval of comfort animals for residential employees.

4. Fiscal Considerations

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
Initial Implementation	None	None
Ongoing	None	None

5. Responsibilities

Responsible Party	List of Responsibilities
Employee	<ol style="list-style-type: none"> 1. Show that the employee currently resides in a University property. 2. Show through expert medical opinion that the employee has a medical condition that cannot be ameliorated through any other means or combination of means. 3. Keep the approved animal only in the employee's domicile and adjoining areas leading to the exit. 4. Maintain appropriate licensure and vaccinations. 5. Clean up the detritus of the approved animal deposited on any university properties. 6. Take all reasonable steps to lessen the impact on any individuals who may be allergic to the approved animal.
Human Resources and Equal Opportunity	<ol style="list-style-type: none"> 1. Review the expert medical documentation submitted by the requesting employee and ensure that the condition cannot be ameliorated through any other means or combination of means. 2. Provide the employee with documentation approving or disapproving the accommodation request. Communicate approval or disapproval status to employee's leadership
Employee's Supervisor	<ol style="list-style-type: none"> 1. Implement any accommodation approved by HR/EO 2. Ensure that the employee is keeping the approved animal in accordance with the above guidelines. 3. Contact HR in the event the employee violates the above guidelines.
Healthcare Provider	Provide required expert medical opinion showing that the employee's condition cannot be ameliorated through a different means or combination of means and fax to HR/EO or return to the employee for transmission.

6. Policy Enforcement

Violation(s)	1. Failure of employee to adhere to above guidelines.
Potential consequences	1. Failure on the part of the employee will result in rescinded approval.
How to report	Contact Ezekiel Holt

7. Reference Documents

Policy or Document	Web Address
Americans with Disabilities Act	http://www.ada.gov/pubs/adastatute08.pdf
Fair Housing Act	http://www.justice.gov/crt/fair-housing-act-2

8. Contact(s)

Subject	Office or Position	Telephone Number	Email
Policy Clarification	Leave and ADA Coordinator	978-542-7229	eholt@salemstate.edu

9. Effective Date: Upon approval by the president.

10. Dissemination: Posted on the university web site.

11. Review Cycle: Initial review after 12 months; subsequent review every 5 years.