

18 May 2000

Memorandum to: Campus Community
From: Dennis L. Hefner
President
Subject: Pets/Animals in the Workplace

The purpose of this memo is to reiterate the college policy regarding the prohibition of employees bringing pets/animals to work. The current policy prohibits employees from bringing personal pets or other animals into the workplace. This applies to all campus buildings and all state vehicles at all times. The only exception is animals required to assist an employee (e.g., dogs for the blind).

The policy is intended to facilitate the effective and efficient delivery of education and related services to our students, parents, and members of the community. In order to accomplish this objective, it is necessary to treat every employee of the college in a fair and consistent manner; to establish, to the best of our ability, safe, clean working conditions; and to provide a workplace, equipment, and materials appropriate for the tasks at hand. The presence of animals in the workplace can be disruptive, non-hygienic, and potentially unsafe.

Please refer any questions concerning this policy to the Human Resources Office.

DLH:td/16