

**PET OWNER COMMITMENT  
PROCEDURES  
February 2000**

Employees and students are welcome to bring pets into the working and learning environment in accordance with these procedures, which will be kept on file in Human Resource Services and in the offices of the Provost and the Vice Presidents of Student Life and Finance & Operations

***Pet Owner Will - -***

1. Obtain and follow the pets in the workplace policy and these procedures.
2. Check with others in the work or learning environment before bringing a pet to ensure that there are no concerns, such as allergies. In the event of legitimate health problems, the pet may not be brought to that area unless it is required for disability accommodation.
3. Care for the pet in a responsible way that ensures the safety of those on campus, as well as the safety of the pet.
4. Have the pet regularly checked by a veterinarian, with current vaccinations and documentation.
5. Keep the pet on a leash at all times, except when the pet is in the private office of the employee and the door to the office is closed.
6. Move the pet in and out of buildings using the most expedient route, minimizing time in areas where pets are allowed.
7. Clean any indoor and outdoor messes immediately. Call Plant Services with any questions about appropriate cleaning techniques.
8. Provide a mat or small rug for the pet in the private office of the employee to protect the carpet.
9. Post a sign on his/her office door indicating that a pet is inside.
10. Perform an occasional thorough cleaning of his/her office to remove hair and smells associated with the pet, including at the time the pet owner transfers the office to another employee.
11. Be responsible for any undue wear or damage to University property that may be caused by the pet.
12. Not leave the pet unsupervised in a vehicle if it creates a health risk to the animal.

***Pets Will - -***

1. Be well socialized, housebroken, and in a clean, groomed, healthy condition with no fleas.
2. Be licensed according to the law, with current identification tags.
3. Not interrupt the work of others by barking or otherwise causing a disturbance.

The pet owner may be asked by the university to discontinue bringing their pet to campus, if the relevant policy and procedures are not upheld.

Employee questions about these procedures should be directed to Human Resource Services at ext. 7185. Student residence hall questions should be directed to Residential Life at ext. 7200. Student questions regarding other campus building should be directed to Student Life at ext. 7191.

These procedures are subject to change without notice as determined by the University.