PURPOSE

Texas Woman’s University is concerned about a healthy work-life balance for our employees. To promote a positive employment experience TWU will allow certain pets on campus. A pet may only be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations.

REGULATION

Pets at work are defined as confined non-toxic small fish, birds, amphibians, (frogs, toads, salamanders) and turtles. Secondarily, dogs at university offices are allowed on special occasions only as defined by the university. Additionally, all pets will be allowed on campus outside of official university working hours of 8am to 5pm Monday thru Friday, including weekends. A pet owner wishing to bring a pet to the office should first notify his or her immediate supervisor. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the pet owner’s immediate supervisor.

That decision will be final, except in special circumstances which should then be referred to the Office of Human Resources for review. If an employee wishes to bring a species of animal not considered in the above definition of a pet, the additional approval of the Division Vice President will be required.

PROCEDURE

Any pets may be excluded from the office if it:

- Causes any person in the immediate work area to experience allergic reactions, fear, or any other physical or psychological discomfort;
- Distracts any employee from their work; or
- Reduces any employee’s productivity or quality of work.

Any individual with a concern, such as allergic reaction, fear or other physical or psychological anxiety, regarding an employee’s pet at the office should bring the matter to the attention of the owner’s immediate supervisor.
The Office of Human Resources will assist in making appropriate arrangements for a mutual benefit of all employees involved and will handle appeals where conflicts arise.

The pet owner agrees to observe the following guidelines:

- Owner will be solely responsible for all clean-up inside and outside the building including disinfecting if appropriate measures can be taken.
- Owner will not bring any pet to work that has not been fully house trained.
- Owner will not bring a pet to work that is ill or behaving abnormally and will remove the pet from the premises if he becomes ill while on university property.
- Owner will not bring a pet to work that has bitten or is aggressive, destructive, excessively vocal or fearful.
- Owner will not bring a pet with fleas, ticks or any disease that is communicable to other pets/animals in the office and/or to humans;
- Owner will not bring a pet that have not been properly vaccinated, or that have internal or external parasites;
- Owner will not bring a pet that damages or destroys university property; or
- Bring a pet that fouls the inside or outside of university buildings.

Dogs that have not been spayed or neutered will not be permitted to come to the office when they are in season.

**CONTROL**

All pets must be in the continuous full control or confined by their owners. All dogs must be harnessed or leashed and should be in the physical presence of the owner, in the owner’s office, or in the space around the owner’s desk at all times. Owners are expected to clean up, completely and immediately, after their pets.

Pets will NOT be allowed in the following areas:

- Labs - Classrooms - Student Health Center - Counseling Center - Day Care
- Food Prep, Serving - Dining rooms - kitchen areas - Little Chapel in the Woods
- Kitty McGee Arena - Gertrude House - Hubbard Hall - Data Centers - Fitness Center - Meeting Spaces - Dormitories - Library - Academic Spaces - Houston Harper room - Theaters - Restrooms

An employee who brings a pet to the office is completely and solely liable for any injuries or damage to TWU property or to property of a student/employee, or guest caused by the pet. The owner may be liable for any medical expenses resulting from injuries or illnesses caused by their pet. Any repair, cleaning or maintenance costs incurred by a pet will be charged in full to the owner.

TWU may, at its discretion, require a pet owner to maintain a liability insurance policy covering damage or injuries caused by the pet while on campus. The university may specify minimum coverage amounts under such a policy, and will require the owner to pay for such coverage.
Texas Woman’s University shall not be liable for loss of, or injury to, any pet brought to the campus.

REVIEW
The Vice President for Finance and Administration will review this Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.