

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Animals in the Workplace
POLICY NUMBER:	C33
CROSS REFERENCE:	A20 Institutional Animal Care and Use
NEW	
Administrative Services Committee	Academic Council
June 12, 2017	

### POLICY STATEMENT

It is Olds College policy to provide a safe and healthy work environment for all employees, contractors, students and visitors. This policy supports the Alberta Human Rights Act, whereby the Employer has a Duty to Accommodate and make changes to certain rules, standards, policies and physical environments to ensure there is no negative effect on a person's mental or physical disability, religion, gender or any other protected ground.

In order to accommodate individuals with disabilities, Service Animals are expressly permitted in all areas in the workplace, unless the animal is prohibited by law, as well as where food is stored, processed, prepared and handled, such as a kitchen area.

The purpose of this policy is to ensure that Pets do not create a health hazard or become a threat, nuisance, or significant distraction to others or to activities occurring at Olds College.

### DEFINITIONS

- a) "Service Animals" are animals (primarily dogs) individually trained to do work or perform tasks for the benefit of an individual with a disability or to persons who require assistance due to a medical condition.
- b) "Certified Therapy Animals" are animals which have current certification showing that they have been trained in an accredited therapy program such as St. John's Animal Therapy Dog Program. Therapy animals are not usually service dogs, but can be one or both with some organizations. These animals provide affection and comfort to people in hospitals, retirement homes, nursing homes, schools, hospices, disaster areas, and to people with autism. These animals must hold current compliancy with the certified program.
- c) 'Program Animals' are animals that are utilized in Olds College programming.
- d) "Pets" refer to domesticated animals kept for companionship or amusement. For the purposes of this policy, a Pet is an unauthorized animal.
- e) "Olds College property" refers to all vehicles, buildings, common areas and grounds, including athletic and recreational fields, owned, leased or operated by Olds College.

### SPECIFIC GUIDELINES

If there is a health and safety concern for another person, such as a severe allergy to the Service Animal or Pet, all reasonable efforts to meet the needs of all individuals will be made, including creating distance between the two individuals or eliminating in-person contact.

The management authority may impose additional restrictions to provide for specific conditions if necessary.

### IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Student and Support Services in conjunction with the Executive Director, Human Resources. This policy will be reviewed every five (5) years.

# OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	C33 Animals in the Workplace
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<b>NEW \ REVISED</b>
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Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
June 12, 2017		

## Service Animals

- Employees who are in need of a Service Animal must obtain written authorization **prior** to bringing the Service Animal to the workplace by:
  - written request to the Executive Director, Human Resources
  - providing appropriate documentation from a medical practitioner.
- Requests will be responded to in accordance with Olds College policies.
- A person who brings a Service Animal onto Olds College property will be held responsible for any costs, damages, injury and/or lawsuits brought forward in relation to their Service Animal.
- Owners are required to maintain control over their Service Animal at all times. Service Animals should not growl, bark aggressively, snap, bite, or lunge at anyone at any time. Protection under the Service Dogs Act does not apply if the owner does not control the behaviour of their service dog. In all cases, only clean, trained, well-behaved, non-aggressive Service Animals are allowed, and they are to be leashed and kept under control at all times.
- Olds College reserves the right to ask the owner to leave the public place if their Service Dog is not under control.
- It is the owner’s responsibility to ensure that animals relieve themselves outside.
- It is the owner’s responsibility to clean up after their animal. Owners should not call upon co-workers or facilities staff for any clean up.
- Individuals are reminded not to touch, feed or pet a Service Animal when the animal is working as it distracts the animal from the task at hand.
- Service Animals are permitted in areas where food is served, sold or offered for sale to customers; however, there are laws prohibiting service animals in areas where food is stored, processed, prepared and handled, such as the kitchen area.

## Therapy Animals

- Employees who are wishing to bring in Therapy Animal(s) must obtain written authorization **prior** to bringing the Therapy Animal(s) to the workplace by:
  - written request to the Executive Director, Human Resources
  - providing current certification
  - must remain compliant with certified program (e.g. vaccines, annual police check, appropriate testing, work hours reported, etc.)
- Requests will be responded to in accordance with Olds College policies.
- Certified Therapy Animal(s) usually carry insurance coverage under the program that they are certified in. If not, owners of the animals should carry insurance. Owners \ Certified Programs will be held responsible for any costs, damages, injury and/or lawsuits brought forward in relation to their Therapy Animal(s)

- Owners are required to maintain control over their Therapy Animal(s) at all times. Therapy Animal(s) should not growl, bark aggressively, snap, bite, or lunge at anyone at any time. In all cases, only clean, trained, well-behaved, non-aggressive Therapy Animal(s) are allowed, and they are to be kept under control at all times.
- Olds College reserves the right to ask the owner to leave the public place if their Therapy Animal(s) are not under control.
- It is the owner's responsibility to ensure that animals relieve themselves outside.
- It is the owner's responsibility to clean up after their animal. Owners should not call upon co-workers or facilities staff for any clean up.

### **Program Animals**

- Program Animal usage must be compliant with Olds College policy A20 Institutional Animal Care and Use.
- Employee owned animals utilized in college programming are allowed on campus on the days that they are utilized in class, and must be kenneled when not in class.

### **Pets**

- Employees and visitors are reminded that bringing a Pet to work and leaving them in a car is neither appropriate, nor safe.