

FULL-TIME STAFF PET POLICY

Section: Human Resources

Policy: An exception to the residence hall pet policy is granted for full-time staff to own a pet, provided the animal is neither harmful nor disruptive to the residential community.

Purpose: The purpose of this policy is to identify procedures for full-time staff members, who are required to live on campus, who wish to possess a pet within their designated on-campus apartments.

Scope: This policy applies to all full-time staff members and their approved animals that live in University of Georgia residential facilities. For the purpose of this policy, the term "pet" refers to one dog or one cat. No other pets except fish are permitted.

Procedure:

Full-time staff responsibilities:

- A. The full-time staff member must request approval from the Residential Programs and Services Office using the Staff Pet Request Form associated with this policy on the housing staff website. This must be done prior to the pet entering the facility.
- B. The request will be shared with the director of residential programs and services and forwarded to the associate directors of residential programs and services for further action.
- C. Once the request is approved, the staff member must complete, sign and return the Full-time Staff Pet Registration Form.
 1. After approval and before the pet enters the facility, the staff member should bring the approved agreement form and \$250 to the Housing Business and Human Resources office (HBHR).
 2. HBHR will issue a receipt for the \$250 pet deposit. The full-time staff member should take the deposit receipt and agreement to the appropriate associate director to confirm the pet deposit was received.
 3. The deposit will be held for the duration that the animal is staying in the facility.
- D. HBHR will share the Full-time Staff Registration Form with the director of facilities so the staff members who may need to enter the staff apartment for building services or maintenance purposes are aware that there is an animal in the residence.
- E. The staff member is responsible for ensuring the animal does not interfere with any of the routine activities and daily operations of the residence hall or cause difficulties for residents or staff who reside and work there. Sensitivity to individuals with allergies and to those who fear animals is important to ensure the peace of the residential community.
- F. The staff member is financially and legally responsible for the actions of the animal including cleaning determined to be above and beyond normal cleaning, property damage, replacement of furniture, carpet, drapes or wall covering that exceeds the \$250 deposit being held by University Housing. Any cost by the animal resulting in personal injury is the responsibility of the pet owner.

- G. The staff member's apartment may be inspected for fleas, ticks or other pests once per semester or as needed. University Housing staff will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University Housing-approved pest control company. The full-time staff member may be billed for the expense of any pest treatment above and beyond normally required pest management.
- H. The staff member must notify their associate director for residential services and programs in writing when the pet is no longer in residence. To replace a pet, the staff member must file a new request, unless the reason it is no longer in residence is due to forcible removal for failure to follow this policy and signed agreement.
 - 1. When the pet is no longer in residence, the associate director or their designee must perform an inspection of the facility prior to processing a pet deposit refund.
 - 2. The associate director will email the HBHR business manager when the inspection is complete with details about whether the deposit will be fully, partially or not refunded in the case of damage and cleaning charges.
 - 3. If refunded, the HBHR business manager will work with the full-time staff member to process the pet deposit refund.
- I. University Housing has the authority to relocate the full-time staff member and pet as necessary.
- J. Should staff members leave their campus residence for more than 24 hours, they must remove the animal from the living space.
- K. The full-time staff member agrees to continue to abide by all other residential policies and any agreements currently related to their domicile within University Housing. An exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- L. Any violation of these policies will be reviewed by the director of residential programs and services or their designee, and the staff member will be afforded all rights of due process and appeal.
- M. Should the animal be removed from the premises for any reason, the staff member is expected to fulfill their other employment obligations for the remainder of the employment period.
- N. Other responsibilities may be added to the full-time staff member's individual agreement under this policy as determined by the individual circumstances.
- O. Animal Behavior
 - 1. This exception to the residence hall pet policy as listed in the Community Guide is granted for full-time staff members, provided that the animal's behavior, noise, odor and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions to the residential community.

2. The approved animal must be contained within the full-time staff member's assigned apartment at all times, except when transported outside in an animal carrier or controlled by leash or harness.
3. The animal cannot be taken to any other area within University Housing (e.g. offices, community offices, lounges or laundries).

P. Animal Health and Well-Being

1. All pets must be in good health and have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. University Housing reserves the right to request an updated verification at any time during the animal's residency.
2. If state or local licenses are required for the pet, they must be obtained and kept current in compliance with the local jurisdiction (e.g., dog license) requirements. University Housing reserves the right to request proof of licensing at any time during the animal's residency.
3. All pets, if taken outside the staff member's apartment, must wear identification tags with contact information and, if applicable, vaccination information.
4. All pets must be housed in acceptable conditions within the apartment (e.g., appropriately sized crate/carrier, ability to move freely through the apartment area).
5. All pets must be treated humanely. If mistreatment is reported, the supervisor will review the report with the owner of the animal. Possible immediate removal of the animal and forfeiture of any future ability to possess a pet could ensue.

Q. Animal Cleanliness:

1. Full-time staff owners are responsible for properly containing and disposing of all animal fecal waste.
2. Indoor pet waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.
3. Outdoor pet waste, such as dog feces, must be immediately placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters.

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