

## UC HASTINGS POLICY #\_\_\_: Dogs on Campus

---

Issuing Officer: Chancellor and Dean Frank H. Wu

Responsible Department: Human Resources, Department of Public Safety

Effective Date 7/1/2014

Supersedes: Campus Policy Regarding Animals on Campus, dated

### **Introduction**

UC Hastings is a “**Dogs Welcome Environment.**” Many companies have discovered the benefits of letting employees bring their dogs to work. It is well documented that some of the benefits of dogs in the workplace include:

- Increase in staff morale;
- Increased camaraderie among employees;
- Happier employees;
- Enhanced job performance;
- Increased productivity;
- Decreased stress levels; and,
- Lower absenteeism rates

### **Background**

This policy is a revision of the UC Hastings policy regarding animals on campus which has been in effect since August 2011, addressing issues related to animals on campus. The intent of the revised policy is to clarify that only faculty and staff are authorized to bring their dogs to work with them. Students are not permitted to bring animals or their dogs to campus.

**Service dogs used by individuals with disabilities are not regulated by this policy. Comfort animals for students residing in McAllister Tower are not regulated by this policy. Students should refer to the Student Handbook and McAllister Tower Lease Agreement for information regarding assistance or emotional support animals in McAllister Tower.**

Legal authority for this policy includes the Americans with Disabilities Act, Rehabilitation Act of 1973 (Section 504), the California Food and Agriculture Code (Section 30801), California Health and Safety Code (Section 121575, California Vehicle Code (Section 23117), and City and County of San Francisco Health Code Section 40 et seq.

### **Purpose**

UC Hastings faculty and staff may bring their dogs to the campus from time to time. While this practice is not prohibited, some regulation of the presence of dogs on campus is necessary to insure that one's dog does not become a threat, nuisance, or significant distraction to others or to activities occurring on the campus. State and local regulations provide the basis for UC Hastings policies whose intent is to ensure that UC Hastings is protected from potential health and safety

hazards posed by dogs on property owned or operated by UC Hastings or dogs brought in UC Hastings buildings without proper authorization.

This Policy is intended to clarify under what conditions dogs may be allowed on UC Hastings property or in UC Hastings buildings and supersedes the similar policy dated August 11, 2011. This policy supplements and does not replace other applicable federal, State, and local laws and regulations governing the presence of dogs on public property (so-called “leash” laws) or in eating establishments.

### **Statement of Purpose**

Faculty and staff bringing their dogs to campus are expected to be mindful that their dogs may constitute real or perceived health threats to others, especially in confined or closed spaces. Such threats may include allergies, falls, and bites. In addition, the presence of a dog in an area may distract or interrupt certain activities, or may create a nuisance, including the nuisance caused by dog waste or damage to property. Accordingly, all faculty and staff who bring their dogs to campus are required to exercise reasonable control over their dogs at all times in order to minimize risks to others and property.

### **POLICY**

**The following rules apply to those faculty and staff who bring their dogs to work with them:**

Dogs (leashed or otherwise) are not permitted in any UC Hastings owned or operated building or UC Hastings vehicle except for:

1. Dogs registered with the UC Hastings Department of Public Safety. Employees will be required to indemnify and hold harmless the College from any and all personal injuries and property damages arising out of or caused by their dog on campus;
2. Police dogs and guide, signal, and service dogs used by disabled persons (as defined by California Civil Code § 54.1), and in accordance with the California Health and Safety Code 121575et al, and service dogs used by disabled persons (as defined by California Civil Code § 54.1). In a dispute between service animals and dogs registered with the UC Hastings Department of Public Safety, service dogs take precedent even if the registered dog is healthy and well-behaved. Owners of service dogs in training must obtain permission from the UC Hastings Department of Public Safety prior to the dog entering buildings owned or operated by UC Hastings.
3. Under special circumstances dogs which are not registered with the UC Hastings Department of Public Safety or dogs which are not police dogs or service dogs may be permitted in UC Hastings buildings when approved in advance by the Chief of the UC Hastings Department of Public Safety or his or her designee. An example of an exception is the therapy dog program for the students initiated by the UC Hastings Law Library.

**Any faculty or staff person who brings a dog (other than a service dog) into a building owned or operated by UC Hastings is subject to the following responsibilities and restrictions:**

1. Employees must obtain permission from his or her senior supervisor (Dean or designee) to bring the dog into his or her office;
2. Employees' dogs must be properly vaccinated;
3. Dogs must be flea free;
4. Employees' dogs must be licensed;
5. Employees' dogs must be kept in the staff or faculty member's own private or semi-private office with walls and door, using public areas only as needed to bring the dog directly to or from his or her office. This includes the private office of the dog owner as well as the private offices of colleagues of the dog owner where advance permission has been obtained by that person. For example, a dog owner may bring his/her dog to a small meeting in a colleague's office, provided that the colleague has given permission to the dog owner to do so;
6. Employees' dogs are not allowed in bathrooms, in dining areas, in classrooms, in food preparation areas, in health and medical facilities, or in the Law Library, except as necessary to travel en route to permitted locations;
7. Employees' dogs are not allowed in private offices that are essentially public areas due to the frequency with which they are visited by others and used for meetings;
8. Employees' dogs must be on a leash in all areas of the campus that does not exceed 6 feet in length at all times except when dogs are contained in the faculty or staff person's private or semiprivate office (with the door closed). The leash/device must be held by and under the control of a competent person at all times.

**Disruption of the UC Hastings educational process, administrative process, or other College function by an employee's dog requires that the dog be removed from the College property immediately by the owner or handler. Also, the following standards will be enforced as applicable:**

- Any behavior that interferes with another employee's ability to work, will be cause for a dog to be taken home (interference is in the eye of the beholder). UC Hastings has a general duty to create a safe and healthful working environment for employees. Dogs may be restricted in any area or situation in which another employee has raised a legitimate concern for health or other reasons about the presence of a dog, except for service dogs assisting employees with documented disabilities.
- Aggressive behavior such as growling, barking, chasing or biting is unacceptable and the dog will have to be taken home on the first complaint. Dogs who have exhibited aggressive behavior such as growling or barking may return to campus upon proof that they have received obedience training. Dogs who have attacked or bitten someone on campus may not return to UC Hastings under any circumstances whatsoever. A "biting dog" is defined in Section 41.5.1 of the City and County of San Francisco Health Code as *any dog that bites any person or animal in the City and County of San Francisco, provided, however, that the person or animal bitten was not at the time either provoking or teasing the biting dog without cause*. If the dog bite was unprovoked, the dog owner

will be cited according to City and County of San Francisco Health Code Section 41.6 and the dog may be subject to impound and quarantine.

- Dogs with evidence of fleas will be asked to go home and they are restricted from returning to campus until the problem is alleviated. Employees are responsible for reimbursing the College for the cost of treating their office(s), and possibly the immediate area, for flea infestation.
- No dog shall be maintained overnight in any UC Hastings building.
- Unattended dogs found tied outside a UC Hastings building without proper shelter or water, or causing a nuisance (barking or aggressive tendencies), will be removed by the UC Hastings Department of Public Safety or by the San Francisco City Animal Care and Control. The presence of any dog in any unattended motor vehicle without proper food, water, or ventilation, or subjected to extreme temperatures that could affect its health or safety, will be reported to San Francisco City Animal Care and Control.
- Clean any indoor or outdoor messes deposited by your dog immediately. Call Facilities at ext. 4894 with any questions about appropriate cleaning techniques. Dog owners may not continue to bring their dogs to campus if they have had more than three bathroom accidents in one year. The dog can return once he or she has been successfully potty trained.
- Dog owners shall be financially responsible for any damage or cleaning to UC Hastings facilities, this includes damage from accidents, or flea infestation, or excessive pet hair, or odor removal caused by their dogs.

The owner of any dog found in any campus facility where dogs are not allowed will be requested to remove the dog immediately. Failure to comply with this request will result in the dog being impounded and the employee may be subject to discipline. Dogs will also be impounded after a reasonable local search conducted by the UC Hastings Department of Public Safety finds no owner in attendance.

Any dog causing a nuisance will be subject to impoundment and the owner may be cited under San Francisco County Ordinance. Owners of impounded dogs will be held responsible for payments of any impound and/or license fees required securing the release of their dogs. Owners of dogs on College property shall be liable for the expense of all damages incurred by the dog(s).

### **Owners Commitment:**

To be a good community citizen, dog owners who bring their dogs to campus are requested to do the following:

1. Provide the UC Hastings Department of Public Safety a colored photo (even a digital one) of your dog when you complete the registration form.
2. Provide a small mat or small rug for the dog in your private office to protect the carpet.
3. Make sure to have clean water available for your dog in your office.
4. Do not let your dog run loose in UC Hastings buildings.
5. Make sure that your dog has identification that is visible at all times while your dog is on campus.
6. Bathe and groom your dog regularly to avoid complaints from your coworkers, especially complaints about offensive “doggie odor” or fleas.
7. Exercise your dog on your lunch hour and/or breaks.

8. Don't assume that everyone likes dogs. Some people are allergic to dogs; some people are uncomfortable with or afraid of dogs. Be considerate of your co-workers.

### **Communication**

Before bringing a dog to campus, the dog owner must check first with others in the office and within the immediate work area to ensure that there are no concerns, such as allergies to dogs, etc. In the event of legitimate health problems, the dog may not be brought to that area. Otherwise, faculty and staff are encouraged to work together to find a reasonable compromise that is acceptable to everyone. If the dog owner requires the dog's presence due to a documented disability, then reasonable accommodation will be made.

### **Enforcement**

This policy will be administered and enforced by UC Hastings, in cooperation with the UC Hastings Department of Public Safety and faculty and staff of UC Hastings. UC Hastings faculty and staff are responsible for compliance with this policy. Violation of this policy by faculty, or staff, or student(s) of UC Hastings may result in corrective action under appropriate personnel policy and procedures, and student conduct procedures.

Copies of the policy will be available in the Human Resources Department, the UC Hastings Department of Public Safety, and the offices of the Provost & Academic Dean. It is the responsibility of the dog owner to obtain and comply with the policy.

Faculty and staff questions about this policy should be directed to the Human Resources Department at ext. 4703 or the UC Hastings Department of Public Safety at ext. 4611. Student housing questions should be directed to the McAllister Tower at ext. 8902 or the Disability Resource Program at ext. 4876.

Student questions regarding other campus buildings should be directed to Student Services at ext. 4835 or the UC Hastings Department of Public Safety at ext. 4611

Issuing Officer

Frank H. Wu, Chancellor and Dean

To be added to the UC Hastings animal license registration form:

Faculty and staff who wish to bring their dogs to campus must comply with the UC Hastings policy on “DOGS ON CAMPUS.” Pursuant to the policy, dog owners are liable for injuries or damage done while the dog is on UC Hastings owned or operated property or in UC Hastings buildings.

**INDEMNIFICATION AND HOLD HARMLESS CLAUSE**

I \_\_\_\_\_ hereby indemnify and hold harmless UC Hastings and any of its officers, employees, agents, volunteers, students, and contractors from any and all loss, liability, claims, and expenses of any type or description arising from the presence of my dog on property owned or operated by UC Hastings or in UC Hastings buildings.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

CONFIDENTIAL