

## City of Port Townsend Pet Policy

The City of Port Townsend is responsible for assuring the health and safety of all employees. In keeping with this objective, the City has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets to visit the City *on occasion* (ex: *Before/after an appointment, before/after an unexpected event, something unexpected at home, in honor of a special national day – such as national pet day etc.*).

The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may encounter animals at the office. An animal may be excluded from the office if it:

- causes any person 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 grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor.

In addition, the following animals may not be brought to the workplace:

- animals with fleas or any disease that is communicable to other animals in the office or to humans;
- animals that have not been properly vaccinated, or that have internal or external parasites;
- dogs that bark or behave aggressively; or
- animals that foul the inside or outside of the building or in City vehicles.

Requirements:

- A current (renew annually) veterinary record proving wellness, heartworm prevention, parasite control and vaccine compliance must be provided to HR prior to visitation.
- Dog must be potty-trained/house broken.
- Dog must have no history of aggressive behavior or biting and be well socialized to people and other dogs.
- Dog must be controllable and restrained while on City property or when conducting City business off premises.

Dogs must be accompanied by the employee owner at all times. Dogs must not be allowed to wander unattended, inside or outside while conducting City business. If dogs are left alone in employee work areas, they must be restrained by baby gates and/or crates. Owners are expected to clean up, completely and immediately, after their animals.

An employee who brings an animal to the office or City worksite is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

The City may, at its discretion, require the animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The City may specify minimum coverage amounts under such a policy and may require the owner to pay for such coverage.

The City shall *not* be liable for loss of, or injury to, any animal brought to the office or onto any City worksite.

A release form for each dog must be completed, signed and submitted to the HR Director, along with the supporting current veterinary record, at least five (5) business days prior to beginning visitation. A release form may be obtained from HR.

An employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to bring a service animal to the office, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the City.