



proud past, promising future

Human Resources Policy Manual

Policy No. 25.0	Animals in the Workplace	Page 1 of 3
		Effective: 12/01/2024

PURPOSE AND SCOPE

This policy provides direction on the types of animals county employees may bring into a Clark County workplace.

This policy applies to all county employees, except where collective bargaining agreements contain different provisions.

POLICY

Animals classified as pets are prohibited from the workplace. Employees are only allowed to bring an animal into the workplace if it is classified as a service animal and is approved as part of a reasonable accommodation. Employees and their use of service animals shall be subject to the Rules and Guidelines for Service Animals in the Workplace section of this policy.

Reasonable Accommodation and the Use of Service Animals

A qualified individual with a disability has the right to request a reasonable accommodation when applying for employment and during employment. Employees shall work with Human Resources to request the use of a service animal in the workplace as a reasonable accommodation.

- Once the use of a service animal has been approved as a reasonable accommodation, the employee shall complete and sign a form acknowledging their understanding of, and agreement with, the terms of this policy.
- Throughout the duration of the accommodation, there will be regular check-ins with the employee, their department management, and Human Resources.
- The accommodation process is ongoing; therefore, changes to the employee's essential functions or workplace may necessitate a re-evaluation of the use of a service animal in the workplace.
- If concerns arise regarding the service animal, the employee's management, in consultation with Human Resources, will work to address those concerns.

Rules and Guidelines for Service Animals in the Workplace

An employee's service animal shall be subject to the rules and guidelines below:

1. Service animals must be kept on a harness or leash or in a carrier, except when such tethering or crating would interfere with the service animal's ability to perform its work.
2. The employee must be always in full control of the animal.
3. Service animals will not be allowed to freely roam the office/building.
4. Service animals must not exhibit aggressive behavior.
5. Service animals must not jump on or disturb other individuals in the building.
6. Service animals may not bark (unless as an alert to a medical episode) or cause disturbances in the office/building.
7. Service animals must not disrupt or distract other employees in the workplace.
8. Service animals must be housebroken and must relieve themselves outdoors. Employees must clean up all animal waste and properly dispose of such waste. If there is an accident in a building, the employee must contact Facilities to evaluate if additional cleaning is needed.
9. The employee must ensure the service animal is in good health and free from communicable diseases.
10. Service animals must be clean and free of fleas, ticks, and other pests.
11. Service animals must be licensed, current on all applicable vaccinations, and wear a current rabies vaccination tag.

Failure to follow these rules may result in the employee being asked to remove the service animal from the building. Depending on the situation, the removal may be temporary or permanent and may prompt a re-evaluation of the service animal as a reasonable accommodation.

DEFINITIONS

- "Employee" means all regular, temporary, probationary, elected, and appointed employees of Clark County.
- "Pet" is an animal kept for comfort or companionship that has not received specialized training to perform a specific task(s) for an individual with a disability in order to be considered a service animal.
- "Reasonable Accommodation" is a change to a job or work environment that allows a qualified person with a disability to perform their job tasks to the same extent as people

without disabilities.

- “Service Animal” is a dog that is trained to do work or perform tasks for a person with a disability.