TITLE: Dog Friendly Policy

PURPOSE:
A reasonable dog policy, focused on owner responsibility, will improve the quality of campus life while providing a safe, non-threatening and healthy environment for faculty, staff and students. With the exception of service animals for individuals with disabilities, having dogs in the workplace is a privilege and not a right. With that privilege, there is the responsibility to have a policy that is both balanced and sensible as it pertains to all faculty, staff, students and visitors.

POLICY:
The Moravian College Dog Friendly Policy allows faculty and staff the privilege of bringing their family dog, defined by the College as having been in the family for at least one year and being of at least one and half years of age, to campus. Moravian College strives to provide a safe environment for members of the College community, and to protect, maintain, and regulate the dog ownership privilege enjoyed by community members. It is the responsibility of the dog owner to value the rights of students, faculty and staff as well as the physical beauty of the campus. The Dog Friendly Policy provides the guidelines by which this can be accomplished. Every dog owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for his/her dog. Regardless of the circumstance, the owner is ultimately responsible for the actions of his/her dog.

PROCESS:
Requirements:
All dogs must be spayed/neutered, clean, well-behaved, non-aggressive, housebroken and up to date on vaccinations and flea treatments. Exceptions to spaying and neutering are made for dogs whose owner presents evidence of: 1) ongoing show participation annually, or 2) breeding. Dogs cannot weigh more than 100 pounds and must be fully grown. Aggressive behavior of any dog toward other animals or humans is not tolerated. Any dog that displays aggressive behavior is not considered an acceptable dog and is not allowed on campus at any time.

Registration:
Faculty and staff whose dog will be spending time on campus must register their dog with campus safety. The cost of registration will be $60 per calendar year (subject to change and not prorated) and each dog will receive a tag that must be worn and visible while on campus. Visiting animals require pre-registration to ensure both dog and campus protection from too many animals in one area. Registration is inclusive of veterinary documentation confirming spaying/neutering or show participation as well as the latest vaccinations and flea treatment. Registration for faculty and staff must be accompanied by the completed Dog Registration Form and Dog On-Campus Approval Form with approval from their director/chair and the area VP. Supervisors are required to notify employees in an office area if a dog will be present. In addition, the employee must keep visible signage (available upon registration) at their office when the dog is present.

Permissible Dog Friendly Areas:
Dogs are permitted in private offices but are not permitted in administrative or faculty spaces open to the public during working hours since these are considered public spaces. Faculty dogs may be permitted in classes if advance notice is provided and no individuals express any concern (e.g. allergy, fear) about having a dog present. Dogs must be leashed and under control of their owner in all common areas (hallways, elevators, stairwells, etc.) at all times. Dogs may not be left unattended in common areas regardless of how they may be secured. Dogs may be left unattended in private offices if the door is closed; however, the dog must be crated and a sign posted as to the presence of a dog inside. Regardless of whether the dog is in a private office or a common area the owner is responsible for immediate cleanup and repairs of incidental damage caused by the dog. Cleanup should be thorough enough so as to generate no additional work for the
College staff. Physical damage to College property should be reported immediately to Campus Safety, and the area VP, and any costs to repair or replace College property will be charged to the owner.

**Impermissible Dog Areas:**
Dogs are not allowed in any public areas of college buildings; this includes but is not limited to: shared offices, athletic venues, food service, and dining areas. Student rooms are also considered impermissible areas.

**Owner Responsibilities:**
Owners need to ensure that their dogs have timely ‘potty’ breaks outside as well as clean up any waste left by their dog, both inside and outside buildings. Only approved cleaning supplies obtained from facilities are to be used to clean up after dogs who may have an accident inside an office or common area. The owner must supply their own pick-up bags for waste removal. Dogs must be leashed at all times except when they are in the owner's office. Leash lengths should not exceed 6 feet. When there is a dog in any office, signage must indicate the animal’s presence. Routine disturbances, disruptions and/or annoyances by a dog will not be tolerated. In the event that there is a member of the Moravian community who is uncomfortable or allergic to animals, the employee must make appropriate arrangements to meet the individual in an alternative, animal free area. Dog owners are personally responsible and assume all financial liability for any injuries caused to individuals or any damage caused to buildings or property (reporting responsibility regarding damage or injury also lies with the owner). Dogs are the responsibility of the owner and not of support staff or others on campus.

**Reporting Concerns and the Hound Council:**
A Hound Council is established to adjudicate violations of the dog friendly policy on Moravian’s campus. It will be composed of faculty, staff and students to decide on consequences of violations including fines and potential removal of the dog from campus (Dog bites, no matter how severe or insignificant will be cause for the immediate and permanent removal of the dog from campus.)

Any dog bite or dog incident that involves physical harm or property damage inflicted by a dog must be immediately reported to Campus Safety and the area VP. All applicable PA state dog laws under Title 3 P.S. Chapter 8 Dogs and Cats will be followed. The Director of Campus Safety or his/her designee has the authority to suspend the dog-on-campus privilege pending investigation of any such incident, and will also notify Human Resources of any injury. Suspension requires immediate removal of the dog from campus until such time as the Council can review the situation. When appropriate, the Director of Campus Safety can also call Animal Control to assist in the handling of dog incidents. All incidents are referred to the Hound Council for review and response.

It is the goal of the College to encourage any individual who is uncomfortable with a particular dog to be certain his or her needs or feelings are communicated appropriately. Whenever reasonably possible, this issue should be discussed with the dog owner or reported to faculty or staff member’s immediate supervisor/chair. However, when such a route is not appropriate or has not been effective, the incident or general concern should be reported to the Office of Human Resources, which will present the matter to the Hound Council. Human Resources will maintain any confidential medical information involving employees which is offered in support of or in opposition to a particular dog on campus. Dog owners must be respectful and responsive to their co-workers, colleagues and students by being fully responsible for addressing any such problems or concerns.

The prioritization of treatment should always be for the faculty, staff, student or visitor, then the dog.

The College reserves the right to amend this policy at any time.
**SOURCE DOCUMENTS**
Dog Registration Form
Dog on Campus Approval Form

**REFERENCED POLICIES**
Pet Policy

**SCOPE OF POLICY**

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