

**Managers and Supervisors Resources for Pets on Campus**

**Pets on Campus Policy Statement:**

Pet handlers ***may occasionally bring their pet(s) into buildings on campus when necessary*** and with permission from their supervisor. Pet owners are expected to respect the rights of others to engage in on-campus activities without disruption in a safe and healthy environment. It should not be the expectation that pets are brought into buildings on campus on a regular, ongoing basis.

Accordingly, pets are not permitted in Trent residence spaces, libraries, classrooms, laboratories, food service areas, Student Health Services, the Athletics Centre or Justin Chui stadium. Animals that have injured or threatened the safety of any person will not be permitted on campus.

**University supervisors, managers, chairs and unit heads** are responsible for the enforcement of this policy in their work units, and may direct a pet handler to remove their animal from the workplace if there are health and safety or workplace disruption concerns. Any conflicts will be taken to the Department of Human Resources or The Office of Human Rights, Equity, and Accessibility, depending on the nature of the conflict.

**Considerations when approving pets on campus:**

* Are there any employees within the department who may be adversely affected by the presence of the pet, due to concerns such as allergies, phobias, noise, or disruptions to work?
	+ Advice to Managers and Supervisors:
		- Notify employees who may be impacted by the presence of the pet, and allow them to voice any potential concerns in a confidential manner before approving a pet to be brought into the workspace;
		- Employees with allergies and phobias will not be required to produce medical notes for this purpose;
* What is the timeframe that the employee is requesting to bring their pet on campus?
	+ Pets should not be brought into buildings on campus on a regular, ongoing basis, as stated in the Policy, but rather as the need arises or for short visits.
* Will the employee be able to ensure that the pet is not left unattended?
	+ Responsibility of the pet should not be up to another colleague or supervisor
* Does the pet have a history of aggressive or otherwise undesirable behaviour while in the workplace?
	+ If so, this pet should not be allowed back into buildings on campus.
* Does the pet handler understand that they are responsible for any damages caused by the pet while on campus, and may be asked to pay for any repairs/cleaning needed as a result of the actions of their pet?