

Section: Employee/Labor
Relations

Section Number: 4.9.17.1

Subject: Live-in Professional
Staff Pet Policy

Date of Present Issue: 4/17/07

Date of Previous Issues:

POLICY:

This policy allows live-in professional staff members of the Office of Campus Life to maintain a pet within their campus apartments, within the guidelines defined below. The policy will be reviewed on an annual basis each June, at which time it will be determined if the program should continue, undergo modification, or be withdrawn.

The staff member must contact the Director of Housing and Residential Life for approval *before* acquiring a pet. The Director of Housing and Residential Life must approve the pet (with the exception of fish as described in the student policy) in writing before the pet is allowed in the apartment. Only one pet is permitted per staff member's apartment.

Only domesticated de-clawed cats will be permitted.

The animal must be licensed and a copy of the license must be maintained by the staff member and made available to the Director of Housing and Residential Life upon request.

The animal must have all required vaccinations up to date, and a record must be maintained by the staff member and made available to the Director of Housing and Residential Life upon request.

The staff member is responsible for a regular program relating to fleas and ticks, when appropriate. Records should be maintained by the staff member and made available to the Director of Residential Life upon request.

All pets will be spayed or neutered at the appropriate minimum age. A copy of the veterinarian report should be maintained by the staff member and made available to the Director of Housing and Residential Life upon request.

The staff member is fully responsible for the pet. All liability for the actions of the pet in direct contact with others (bites, scratches, etc.) is the responsibility of the staff member. The staff member must maintain appropriate liability insurance for actions of the pet.

The staff member will take all reasonable precautions to protect the property of the University and the residents. All costs for repairs relating to damages caused by the pet will be the responsibility of the staff member.

The pet must be maintained under a standard measure of restraint when outside the apartment (leash or carrier).

The animal's feces must be disposed of properly. Litter shall be disposed of in a plastic bag, and then placed in the outdoor garbage dumpsters

The pet is allowed only in the staff apartment. The main lobby and stairwells are permitted only while in transit. When bringing the pet outdoors the pet must be carried, or led on a leash, directly and

promptly to the nearest exit. Appropriate actions must be taken by the staff member when the pet cannot be present in the apartment for a period of time (i.e., fire alarms or pesticide spraying).

The pet should be temporarily removed if the staff member is away from the apartment for a weekend or extended period of time.

Necessary accommodations must be made to allow university personnel to enter the apartment when the staff member is not present, which may include temporarily removing the pet.

Any and all damages caused by the animal will be the responsibility of the staff member. There will be a damage deposit in the amount of \$200.00. This deposit is refundable in full or part depending upon the cost of damages caused by or cleaning required because of the pet. If the cost of repair, replacement, or cleaning exceeds \$200.00, the staff member is responsible for the full amount. There will be an initial apartment condition inventory completed by the staff member and checked by Residence Life personnel prior to the pet's presence. The Director of Housing and Residential Life maintains the right to conduct apartment inspections before and after the pet's presence.

Pets which constitute an unresolved nuisance (including but not limited to noise, odor, allergies, etc.) to other residents, as determined by the Director of Housing and Residential Life, must be removed within 48 hours of notification by the Director of Housing and Residential Life. Before such a decision reaches final disposition, the staff member will be given an opportunity to respond to the nuisance and correct the situation.

To prevent a new staff member's pet-related health concerns, the departing staff member must make all necessary arrangements and cover all relevant costs (beyond standard cleaning practices) to return the apartment to a pet-free living environment (e.g., cleaning draperies, upholstered furniture, etc.).

A staff member who has a pet must ensure that the animal does not interfere with the normal activities of the residence hall or cause difficulties for students who reside there.

Any violations of the above rules shall result in a warning to the staff member. A second violation shall result in the removal of the pet from the residence. It is the expectation that the staff member fulfill their obligations for the remainder of the academic year.

The pet owner must register their pet with the Office of Campus Life through completion of the registration form (9.17.1A).

Upon approval, the live-in professional staff member must sign the pet policy agreement acknowledging an understanding of the responsibilities and expectations.

**The President's dwelling (non-housing unit) is excluded from this policy*

The Office of Campus Life is responsible for the implementation and administration of the Live-in Professional Staff Pet Policy. This includes approving staff members' requests to have a cat in the residence hall apartment and ensuring compliance of all registration procedures. It is the responsibility of the pet owner to coordinate and keep up the vaccines, and proper health care of the pet. The Office of Campus Life will submit registration information to LSSU Public Safety Office each semester.