

Corporate Guidelines for Employee Pets in the Workplace Policy

When to cover guideline	Guideline
<p>Before the animal is brought into workplace</p>	<p>A written request must be submitted to the designated member of program leadership that details when the animal will be brought into the Hilltop facility.</p>
	<p>The designated member of leadership will determine if the employee's job duties and the employee's program allow pets & identify any restrictions that may be necessary for the position. <i>(ex: no pets allowed in a kitchen or if in a shared office, are other employees allergic?)</i></p>
	<p>Hilltop must review proof of up-to-date vaccinations & proof of current County Licensing before approval for the pet to be brought in is granted. If required by licensure, all necessary documentation will be maintained by the designated member of leadership in each program.</p>
	<p>The animal may be required to complete temperamental testing with results given to the designated member of leadership to determine if the animal is appropriate to be in the program.</p>
	<p>The designated member of leadership will determine if there are additional requirements with other licensing governing bodies.</p>
	<p>Designated member of leadership must approve the animal to be in facility including when the animal will be on site.</p>
<p>While the animal is in the workplace</p>	<p>The owner must keep the animal on a leash at all times.</p>
	<p>The owner must have full control of the animal at all times.</p>
	<p>The owner may not leave the animal with another co-worker at any time.</p>
	<p>The owner is responsible for the care and feeding to assure the animal remains safe and healthy.</p>
	<p>The owner is responsible for keeping the environment where their pet eliminates clean.</p>
	<p>The pet must not distract or disrupt the work of the owner or others in the workplace.</p>
	<p>No type of animal abuse or neglect will be tolerated.</p>
	<p>The owner is responsible for informing others of their animal's presence to allow others the opportunity to remove themselves from the animal's presence if desired.</p>
<p>The owner may be held liable for any damages or injuries caused by the pet</p>	