



City of Saratoga Springs Risk and Safety Manual
City of Saratoga Springs Employee Policy and Procedures Manual
Title: Pets in the Workplace
Date of Origin: TBD
Responsible Party: Human Resources and Department Heads
Date of Review: Annual
Last Review:

120814 Safety Committee Draft

Title: Pets in the Workplace

Definitions:

Pet: A reptile, fish, bird, arachnid, amphibian, or mammal.

Department Heads: Mayor and/or Commissioner of Accounts, Finance, Public Safety and Public Works.

Policy:

This policy endeavors to enhance the safety and comfort of employees and visitors while, at the same time, reducing the possibility of disruptions and/or distractions in the City’s working environments. It is designed, as well, to reduce the City’s liability.

This policy does not apply to trained assistance dogs that are actively engaged in the service for which they are trained.

This policy does not apply to dogs brought into a City building for the purpose of licensing.

Even the calmest and most well-behaved of pets can be a distraction or disruptive to the work environment of employees and visitors. In addition, members of the City community may have allergies to or simply be afraid of pets as defined in this policy. Furthermore, a poorly behaved pet may pose a safety concern. All of these factors put the City at a risk of potential liability.

Therefore, employees may not bring any pet to work.

Responsibility:

All City personnel are responsible for assuring fulfillment of this policy.

Questions pertaining to this policy should be directed to the Human Resource Administrator.