

Title: Employee Dog Policy	
Effective Date: 1994	
Revision Date: January 8, 2016	Responsible Office: Finance & Administration

I. Scope

This policy applies to the College of William & Mary in Virginia (the university). It applies to all university employees, including faculty, hourly and wage employees, as well as volunteers, contract workers, vendors, and others affiliated with the university, to the extent provided in Section III.

It applies to university buildings: buildings owned, leased, rented, or otherwise under the control of the university.

II. Purpose

The purpose of this policy is to prevent allergic reactions to pets, to protect university facilities, to preserve a clean working environment, to allow all employees to feel safe from animals they may be afraid of, and to respect the health and budgetary restrictions of the university community.

III. Policy

Employees are not permitted to bring dogs inside any university building (as defined in Section I). Similarly, vendors, contract workers, volunteers and others affiliated with the university are not permitted to bring dogs inside university buildings when they are engaged in university activities or work.

This policy does not apply to service animals as defined by the Americans with Disabilities Act of 1990 (ADA): dogs that are individually trained to do work or perform tasks for people with disabilities, or to service dogs in training as provided by Virginia law.¹ Employees with disabilities may request permission to bring their service animal (or service dog in training) as an accommodation, under the Employee Reasonable Accommodation Policy and Procedure.

¹ Under guidance issued by the U.S. Department of Justice, a service animal must be trained to do work or perform tasks “directly related to the person’s disability.” Under Section 51.5-44 of the Code of Virginia, dogs in training to become a service dog that are at least 6 months of age are permitted as service dogs, provided that various statutory provisions are satisfied.

IV. Authority and Amendment

This policy, as amended, is approved by the Senior Vice President for Finance & Administration. The policy was amended effective September 2, 2015, to clarify the ADA rights relating to service animals and to update the policy format, and effective January 8, 2016, to conform with Virginia law relating to service animals in training.

V. Related Policies, Procedures and Resources

[Employee Reasonable Accommodation Policy and Procedure](#)
[Guidance on Service Animals, Comfort/Therapy/Assistance Animals, and Other Animals on Campus](#)