



# OPERATING POLICY

<b>POLICY TITLE: SVRA EMPLOYEE SERVICE &amp; SUPPORT ANIMALS</b>					
<b>SECTION</b>	<b>HUMAN RESOURCES</b>	<b>NUMBER</b>	<b>8.2</b>	<b>DATE</b>	<b>4/18/2019</b>
REPLACES POLICY NUMBER:		TITLE:			
DATE ADOPTED:					
DATE REVISED:					
CROSS REFERENCES:					
APPROVED:					
GENERAL MANAGER				DATE	
SVRA CHAIRPERSON				DATE	

Star Valley Ranch Association prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to work or having a pet in Star Valley Ranch Association-controlled buildings and premises, with the exception of service/support animals for a person with disabilities.

## **Service Animals**

According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service or support animal must contact the General Manager and provide documentation that supports the need for service/support animal and the specific reason the animal has been recommended for the employee, along with documentation from a healthcare professional who is recommending the animal. Employee must also provide explanation on how allowing the animal will help the employee perform his/her job. All

employee service/support animals must be registered with Star Valley Ranch Association.

Requirements of service/support animals and their owners include:

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed per state and local laws.
- Service/Support animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Animals must be in good health.
- Animals must be on a leash, harness or other type of restraint at all times, unless the owner is unable to retain an animal on leash due to a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner.
- The owner must provide the General Manager with information as to how the animal accommodates for the individual's disability.

Reasonable behavior is expected from service/support animals while on company property. The owners of disruptive and aggressive service/support animals may be asked to remove them from Star Valley Ranch Association facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service/support animal into any facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the service/support animal is mandatory, including but not limited to bathing and hair issues. Consideration of others must be taken into account when providing maintenance and hygiene of service/support animals. The owner is expected to clean and dispose of all animal waste.

Failure to comply with any of the above requirements will result in the owner being told not to bring the service/support animal into any facility until the owner takes significant steps to comply.