



Town of Georgia
Employee Animals in
Municipal Buildings Policy

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1 General

- 1.1.1 The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of all persons who may come into contact with animals at the office.
- 1.1.2 Any display of aggressive behavior will require immediate removal from the premises. Any employee asked to take their dog home must do so immediately. Employees will be responsible for making up any time in productivity.

1.2 Exclusions from Participation

- 1.2.1 Any animal that causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort.
- 1.2.2 Any animal that distracts any employee from their work.
- 1.2.3 Any animal that reduces any employee's productivity or quality of work.

1.3 Other Reasons for Exclusion

- 1.3.1 Sick animals.
- 1.3.2 Animals with fleas or any disease that is communicable to other animals in the office or to humans.
- 1.3.3 Animals that have not been properly vaccinated, or that have internal or external parasites.
- 1.3.4 Dogs that bark or behave aggressively.
- 1.3.5 Animals that foul the inside or outside of the building.
- 1.3.6 Animals that have not been spayed or neutered will not be permitted to come to the office while in season.
- 1.3.7 Animals that have not met the town and state licensing laws.
- 1.3.8 The Selectboard, by a majority vote, reserves the right to suspend an employee's privilege to bring a pet into the workplace for any reason. This decision shall not be appealed.

1.4 Grievances

- 1.4.1 Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the Town Administrator.

2 Owners' Responsibilities

2.1 Animal Control

- 2.1.1 All animals must be in the continuous full control of their owner's. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Dogs must not be allowed to wander unattended, inside or outside the building. If dogs are left alone in employee work areas, they must be restrained by baby gates and/or crates.

2.2 Owner Requirements

- 2.2.1 Owners are expected to clean up, completely and immediately, after their animals.
- 2.2.2 Animal must be clean, well-groomed and free of illness and disease.

- 2.2.3 A current (renew annually) veterinary record proving wellness, heartworm prevention, parasite control and vaccine compliance must be provided to the Town Administrator.
- 2.2.4 Animal must be potty-trained/house broken.
- 2.2.5 Animal must have no history of aggressive behavior or biting, and be well socialized to people and other animals.
- 2.2.6 Secured dogs on leads at all times on business premises outside of buildings.
- 2.2.7 Water, comforts and food must be provided for the animal.
- 2.2.8 Treat all animals humanely. A high standard of animal compassion is expected of all pet owner employees.
- 2.2.9 Ensure any toys do not produce loud sounds or squeaking noises.

3 Liability

- 3.1.1 An employee who brings an animal to the office is completely and solely liable for any injuries to persons or any damage to personal property caused by the animal.
- 3.1.2 Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.
- 3.1.3 The Town of Georgia may, at its discretion, require animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office and may specify the minimum coverage amounts under such a policy. The Town of Georgia is not responsible for the cost of such coverage.
- 3.1.4 The Town of Georgia shall not be liable for loss of, or injury to, any animal brought to the office.