

City of Richmond
ADMINISTRATIVE MANUAL

SUBJECT: Pets/Animals in the Workplace

SECTION: Human Resources Management

POLICY NUMBER: AP 304

INITIAL DATE PREPARED: March 5, 2009 **LAST DATE REVISED:**

I. Purpose

To establish a uniform policy regarding pets and animals in the workplace.

II. Policy

- A.** Due to safety concerns, as well as promoting a professional atmosphere and providing consistent customer service in the workplace, pets and other animals are not allowed at city worksites.
- B.** Department work dogs, while on duty or subject to call out, such as Police K-9 and Fire arson sniffing dogs, may be allowed in the workplace with their assigned handlers consistent with department policies.
- C.** Guide dogs, and other working dogs serving the disabled, may be allowed if an Americans with Disabilities Act (ADA) accommodation is requested. Employees with an accommodation request should contact the Human Resources Department for additional information.
- D.** Questions regarding this policy should be directed to an employee's direct supervisor, Department Head or the Human Resources Department.