

# ARKANSAS TECH UNIVERSITY BOARD POLICY

**Policy Number:** 507

**Subject:** Pet Policy for Professional Full Time Live-In Staff

**Date Adopted:** January 2019

**Revised:** \_\_\_\_\_

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## UNIVERSITY HOUSING POLICY

Pet Policy for Professional Full Time Live-In Staff

### SUMMARY/STATEMENT OF POLICY

Full-time professional staff required to live in University Housing as a condition for their employment may possess a pet (cat or dog) in accordance with policy guidelines stated below. The Department of Residence Life in conjunction with Arkansas Tech University, reserves the right to remove an animal at will.

### OVERVIEW OF POLICY

Staff members may have one pet (cat or dog) in their apartment. All pets must be approved by the Associate Dean for Residence Life prior to the pet's arrival. Please contact your supervisor regarding dog breed and if your animal weight exceeds 50 pounds PRIOR to purchase/arrival on campus.

Animal history of behavior (biting, snapping, growling, etc.) and/or excessive barking must be disclosed to the supervisor and on the Pet Policy Form. Failure to disclose any animal history that could be detrimental to the community will lead to immediate removal of animal.

If at any time the pet becomes a community disturbance including but not limited to barking, smell, damages to public/residential areas, improper disposal of pet waste, and/or aggressive behavior, the following procedure will ensue:

- 1st offense: Assistant Dean will notify Live-In Staff that their pet is on probation for 6 months to 1 year (at the discretion of the supervisor).
- 2nd offense:
  - During probation period, Live-In Staff may be required to forfeit the pet immediately if incident is severe enough as determined by the Department of Residence Life. Refund will be forfeited.
  - After probation period, reviewed and processed by the Department of Residence Life.

All newly adopted dog below two years must register and attend obedience classes to improve the communication relationship between dog and owner. Attendance in obedience classes will help prevent negative behavior both inside and outside of the apartment. Proof of obedience class registration and attendance is required within 30 days of pet arrival and certificate of completion is required once the class has been completed.

- Pets will be considered indoor pets and cannot be penned or leashed outside or let out to roam free outside of the staff member's apartment.
- All liability for the actions of the animal in direct contact with others is the responsibility of the owner.
- The pet should be restricted to the staff member's apartment. While entering or departing the apartment or building, the pet should be restrained in some manner (i.e. leash, in owner's arms, pet taxi).
- Pets should not be tied up to any fixed object outside the apartment or residential facility.
- Dispose of all feces in dumpster.
- Do not leave feces outside on residential grounds or in common areas (inside or outside).
- Clean up space regularly to maintain a healthy and safe environment for all around.
- Clean up space to prevent odors or smells before it becomes issues for neighbors etc.
- Clean up space immediately if it begins to attract unwarranted pest/rodents etc.
- Clean up after animal at all times.
- Share an emergency contact for the animal (non-student).
- Pets must be protected against fleas and ticks.
- Pets are required to wear current vaccination tags at all times.

If the pet is to be left alone for more than 8 hours at a time, the owner must make accommodations for the pet. Accommodations include have the pet boarded, kept at another staff member's apartment, monitored twice a day or as needed, or kept off campus.

All pets (where medically applicable) must be spayed or neutered prior to arrival or at the earliest veterinarian approved time. Pets inadvertently becoming pregnant before being spayed or neutered must be removed prior to delivery. Pets may return once litter has been sold or fostered.

Prior to the pet residing in the apartment, the following must be completed or obtained:

- From a veterinarian:
  - Proof of spay/neuter or arrangements made to spay/neuter at earliest approved time by veterinarian (proof must be submitted following procedure)

- Vaccination certificate/shot record to include: Rabies, Canine Parvovirus, Canine Distemper, Hepatitis
- Certificate of Health Statement
- Proof of personal property insurance specifically intended to cover liability for damage and/or harm.
- \$200.00 pet deposit to be paid prior to arrival to Department of Residence Life and refundable upon check out with no damages. If a pet is removed for any reason, at the request of the Department of Residence Life, the refund will be forfeited.

The following paperwork must be provided by the staff member every calendar year to update records:

- From a veterinarian:
  - Updated vaccination certificate/shot record (shots MUST be up to date).
  - New Certificate of Health Statement
- Proof of personal property insurance specifically intended to cover liability for damage and/or harm.
- Yearly photo

Pet Policy Verification Form (below) – to be completed by the Assistant Dean for Residence Life prior to pet’s arrival. Copies of required documentation must be attached to the form and, as specified, updated and given to the Assistant Dean who will maintain all pet records submitted by live-in staff members. Additionally, submit a photo of the pet with Pet Policy Verification Form.

Prior to the arrival of the new pet at the staff member’s apartment, an Apartment Inspection form must be completed so that the “pre-pet” condition of the apartment is documented. If an apartment inspection was not completed at the staff member’s move-in, the Department of Residence Life reserves the right to complete an apartment inspection prior to the arrival of the pet.

The Assistant Dean will conduct apartment checks of full time staff members with pets to ensure facility maintenance and upkeep. These apartment checks will take place once per year for the entire tenure the pet is living within the apartment. Any and all damages due to the presence of the pet will be the responsibility of the occupant of that apartment.

For all approved pets, there will be a \$200.00 pet deposit, after approval has been granted, to be paid prior to arrival to Department of Residence Life and refundable upon check out with no damages. The staff member will be required to submit proof of payment to the Assistant Dean. The pet fee will be applied to any damages to the apartment or furnishings. If damages amount to more than \$200, the staff member will be charged the overage and required to make the full payment within thirty (30) days. The staff member will be billed through a University issued invoice process.

To prevent a new staff member's pet-related health concerns, the departing staff member must make all necessary arrangements and cover all relevant costs (beyond standard cleaning practices) to return the apartment to a pet-free living environment (e.g., cleaning draperies, upholstered furniture, etc.)