



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Emotional Support Animals - Faculty and Staff Residing
Department/Organization	Human Resources
Policy Editor	Madelyn Brown
Request Type	New ☒ Amended/Edited ☐ Removed ☐ Reviewed Only ☐

OBJECTIVE (Briefly state your purpose.)

To provide a framework for compliance with the Fair Housing Act of 1988 to allow approved Emotional Support Animals for faculty and staff who reside on campus and have a documented disability for which the animal eases one or more identified symptoms.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Housing and Urban Development (HUD) Guidelines for Assistance Animals:
https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals

www.nabita.org

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Policy will be communicated by HR via email to all faculty and staff who reside on campus.

Authorizations

Chair/Dean/or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: _____

Madelyn Brown
Digitally signed by Madelyn Brown
Date: 2022.09.27 14:49:50 -04'00'

President Signature and Date: _____

Kirk A. Nooks
Digitally signed by Kirk A. Nooks
Date: 2022.10.24 08:57:22 -04'00'

***Policy Template must be submitted with this form.**



Policy Name:	Emotional Support Animals [Faculty/Staff]			
Responsible Cabinet Member:	Madelyn Brown	New		
Responsible Office:	Human Resources	Amendment/Revision		
Contact:	Creché Navarro	Review Only		

1. Policy Statement

Per the Fair Housing Act of 1988, Gordon State College provides reasonable accommodations for an Emotional Support Animal (ESA) in college housing. Emotional Support Animals are only allowed within a person's residence in on-campus housing and must not be taken into the common areas of the residence halls, apartment offices, administrative offices, or public student living areas. ESA's are not allowed in campus academic or administrative offices.

2. Reason for Policy

The purpose of this policy is to identify procedures associated with requests for emotional support animals from faculty and staff who reside in on-campus residence halls and apartments.

3. Who Should Read this Policy

This policy applies to all faculty and staff with emotional support animals who reside in college housing.

4. Resources

Housing and Urban Development (HUD) Guidelines for Assistance Animals:
https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals
www.nabita.org

5. Definitions

Emotional Support Animal (ESA): Any animal providing emotional support, well-being or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as comfort or therapy animals. Emotional support animals are not trained to perform specific work or tasks. Emotional support animals are considered pets when they leave the assigned residence hall room or apartment.

6. Procedure:

- a. Faculty and staff who wish to have an ESA reside in their on-campus apartment first must obtain approval for the animal from Human Resources (HR). This approval is limited to one ESA and is granted for only one year at a time. To begin this process, applicant will submit a **Faculty/Staff Emotional Support Animal Housing Accommodation Request** form to HR.
- b. HR will review completed request and required documentation. If the request is denied, HR will contact the applicant directly. If the request is approved, HR will notify the Office of

Finance and Administration (OFA) via email and provide relevant information for ESA Agreement. (OFA processes all faculty/staff requests for housing units.)

- c. ESAs are allowed in a resident's assigned college housing unit only after approval has been received from HR and all housing-related paperwork described in this policy has been completed and submitted.
- d. Upon receiving notification, OFA will send the resident a copy of the housing contract (if it is not already in place) as well as the ESA agreement form.
- e. The resident will complete the ESA agreement form and return to the OFA. The following items must be included with the ESA agreement: Picture and vaccination records of ESA as well as the checklist of care items the resident will provide for the ESA.
- f. The resident must notify OFA in writing if the ESA is no longer in residence and must re-register with HR if a different ESA is needed mid-year.

7. Policy:

I. General Guidelines

- a. Emotional Support Animals must not
 - i. Pose a significant disruption or direct threat to others
 - ii. Roam freely in common areas at any time
 - iii. Roam freely in the owner's living space when the owner is not present
 - iv. Cause physical damage to property of others
 - v. Pose an undue financial and administrative burden to the college
 - vi. Fundamentally alter the college's ability to provide a safe learning environment
- b. The resident must complete and return the ESA Agreement form and supplemental documentation to OFA **prior** to the animal residing with the resident.
- c. ESAs must be well behaved and may not interfere with the reasonable use and enjoyment of the residential community by others
- d. ESAs must comply with state and local laws.
- e. When possible, all ESA's must wear identification tags with contact information and, if applicable, vaccination information.
- f. Other residents who may have allergies, fears or other reaction to ESAs may bring their concerns to the attention of Human Resources for review.

II. Animal Care:

- a. All ESAs must be treated humanely, including being housed in acceptable conditions (e.g., appropriately sized crate or carrier).
- b. The resident must ensure the animal is clean and well-groomed and kept in a healthy environment.
- c. The resident is responsible for providing all items needed to care for the animal including crate, scooper, poop bags, food, etc.
- d. The ESA must be under the direct control of the resident or contained in a crate or carrier at all times (e.g., contained in crate or carrier when resident is not in the unit).
- e. The resident is responsible for keeping their animal free of fleas, ticks, and other parasites. Should the presence of a resident's animal result in the need for additional pest control services beyond those typically provided for the residential unit, the resident will be liable for the costs of this additional service. The ESA may be subject to removal pending treatment.
- f. The resident is restricted to keeping the approved ESA within his or her assigned room/apartment unless the resident is leaving the building with the animal.
- g. Animals cannot be left unattended overnight or for extended periods. If the owner must be away overnight or for extended periods, they must either take the animal with them, or make arrangements for the animal to be cared for off-campus. Others may not care for the ESA on campus in absence of the owner.

III. Animal Cleanliness

- a. Regular and routine cleaning of floors, kennels, cages and litter boxes must occur. The odor of an animal emanating from the residential unit is not acceptable.
- b. The resident is responsible for properly containing and disposing of all animal waste:
 - i. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in **outside trash** dumpsters.
 - ii. Outdoor animal waste must be immediately retrieved by the resident, placed in a plastic bag and securely tied before being disposed of in **outside** trash dumpsters.
 - iii. Animal feces may NOT be disposed of in trash can or through the sewer system (toilets) inside of any building at GSC. Waste must be taken to outside dumpsters.

IV. Animal Behavior

- a. The animal owner will take all reasonable precautions to protect others and the property of others, including College property.
- b. ESA must not injure others.
- c. The resident is responsible for ensuring the ESA does not interfere with the daily operations of the residential facility or cause difficulties for other residents who reside and/or work there.
 - i. Animal behavior must not be allowed to disrupt others (e.g., excessive barking or other noises)
 - ii. Animals which constitute a threat or nuisance to others or to property, as determined by the Director or official designee, must be removed.
 - iii. In the event of a removal directive, any animal owner failing to comply with such directive will be subject to possible agreement cancellation and loss of housing.
- d. Resident will notify Housing and Residence life and/or Public Safety if the animal has escaped its confines and is unable to be located within a reasonable amount of time not to exceed twelve hours.

V. Financial and Legal Obligations

- a. Resident must follow all local laws related to animals, including leash laws.
- b. The resident is financially and legally responsible for the actions of the animal such as bodily injury or property damage, including but not limited to, any replacement of furniture, carpet, drapes, or wall covering, etc.
- c. The resident has an obligation to make sure that the residence hall room is as clean as the original standard. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner.
- d. HRL staff may schedule an inspection of the resident's housing unit once per term, or as needed, for fleas, ticks, or other pests. If pests are detected through inspection, the room will be treated using approved fumigation methods by a College approved pest control service, with the resident covering any expense beyond customary services for campus residences.
 - i. Resident should notify Housing and Residence Life immediately if they become aware of a flea, tick, or other pest infestation in the housing unit.

e.

VI. Guidelines by ESA Animal Type

a. Dogs

- o All required immunizations must be current and a copy of the immunizations must be on file with the Housing and Residence Life office
- o Collars and tags must be worn at all times.
- o Dogs must be kept on a leash at all times when outside of assigned room or apartment and not roam freely.
- o Dogs must possess friendly and sociable characteristics.
- o Dog obedience and training programs are highly recommended.
- o Dogs must be fully housebroken.

b. Cats

- All required immunizations must be current and a copy of the immunizations must be on file with the Housing and Residence Life office.
 - Collars and tags must be worn at all times.
 - Cats must never be allowed to roam freely outside of assigned room or apartment.
- c. Any Other Animal
- To be addressed individually based on the type of animal.

VII. Violations:

- a. Repeated violations of this policy will result in revocation of ESA approval.