

Internal Policies and Procedures of the Utah State Board of Education	
Policy	04-09
Subject	Family and Pets at Work
Date	April 1, 2022
Policy Owner	Director of Human Resources
Policy Officer	Deputy Superintendent for Operations
References	DHRM Rule R477-8-15

I. PURPOSE AND SCOPE:

1. The purpose of this policy is to provide uniform guidelines regarding non-work-related visitors; ensure the safety of employees' family members and reduce USBE liability; and promote a professional work environment.
2. This policy applies to all USBE employees, contractors, interns, and volunteers (collectively referred to as "USBE employees" throughout this policy), as well as visitors to our office.
3. This policy relies on the following definitions:
 - a. *Service Animal:* A service animal is defined as a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

II. POLICY:

1. A USBE employee's family members or non-work-related visitors may come to the office for brief visits that do not interfere with the performance of the employee's assigned duties and responsibilities, or the delivery of USBE services.
2. A USBE employee may not bring children to the office as a means of regular care for the child.
 - a. This policy does not prohibit a USBE employee from participating in an approved "Take Your Daughters and Sons to Work Day."
3. A USBE employee may not bring a pet or an emotional support animal to the office.
4. This policy does not prohibit a service animal for a USBE employee, a client, or a visitor.
 - a. Service animals must always remain under the control of their handler and must be housebroken. Dogs must remain on leash unless their duties demand that they be off-leash, either for specific tasks or for the handler's disability. The dog must still be under control of the handler.
 - b. A handler assumes all liability for their animals.

III. **PROCEDURES:**

Requesting Information about Service Animals

1. When it is not obvious what service an animal provides, limited inquiries are allowed. The Division of Human Resource Management should be consulted when and if these situations arise.

Reporting and Violations

1. If an employee is concerned about a potential violation of this policy, they may report it verbally or in writing to their immediate supervisor, any other supervisor in their direct chain of command, or the Division of Human Resource Management.
2. Any violation of this policy may result in administrative action, as appropriate. Violations of this policy will be investigated and handled in accordance with the USBE's established disciplinary procedures.

IV. **HISTORY:**

This policy supersedes the former Family and Pets at Work policy that was established October 6, 2010 and updated April 30, 2018.