



Animals on Campus Policy

FULL POLICY CONTENTS

Reason for Policy
Scope
Policy Statement
Definitions
Sanctions
Exceptions
Related Policies, Documents & Forms

Effective: June 1, 2022
Last Updated: October 2021

Responsible University Office:
Human Resources & Student Affairs

Policy Contact:
Employee Relations Specialist, Human Resources

Reason for Policy

Gonzaga University recognizes the important role that animals can play in the lives of persons and seeks to support the many ways in which animals positively impact the lives of many members of our community. We must at the same time acknowledge that the health, safety, and operational necessities of a university campus require appropriate and responsible boundaries be established.

Scope

This Policy applies to Gonzaga University employees, students, guests, and visitors at Gonzaga University owned, leased, or controlled property.

Definitions

Animal Handler: an individual with a disability who is the guardian or user of a Service Animal or Assistance Animal, or other person bringing an animal onto University owned, leased, or controlled property.

Service Animal: any 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. The work or tasks performed by a Service Animal must be directly related to the individual's disability. See RCW 49.60.040 (25) for a complete definition of the term "Service Animal."



Assistance Animal: any animal that is specifically designated in writing by a qualified medical provider as affording an individual with a disability an equal opportunity to use and enjoy a dwelling provided there is a nexus between the individual's disability and the assistance that the animal provides.

Working Animal: an animal used in or for teaching, approved research, the provision of therapeutic care to persons not including the animal handler, or in the deployment of emergency services.

Note: Beginning August 28, 2022, all requests for approval to bring a Working Animal into Gonzaga academic, administrative, and non-residential support facilities for the provision of therapeutic care must be accompanied by a certification of training provided by an American Kennel Club [recognized organization](#) or an equivalent level of training.

Policy Statement

This policy outlines the provisions and sets forth the conditions under which Animal Handlers may have animals present on Gonzaga University owned, leased, or controlled property. Gonzaga University welcomes the presence of animals in outdoor spaces pursuant to the provisions detailed below. Animals are not allowed in Gonzaga University owned, leased, or controlled buildings or vehicles except as provided under the terms of this Policy. *

*Employees currently living in University owned, leased, or controlled residential facilities with authorized pets please see the exceptions section below.

A. General Provisions

1. **Outdoor Spaces.** Animals are allowed at Gonzaga owned, leased, or controlled outdoor spaces, including those spaces which are generally open to the public, under the following conditions:
 - a. Animal Handlers are responsible for caring for their animals and ensuring the safe and responsible behavior of their animals
 - b. Animal Handlers must keep their animal on a leash or in an appropriate transport container at all times. Some Service Animals may spend limited amounts of time off leash and/or uncrated while performing tasks or work for the benefit of an individual with a disability that cannot be conducted while leashed or crated.
 - c. Animal handlers may not leave animals unattended.



- d. Animal Handlers may not attach an animal with a leash or other device to any tree, pole, fence, sign, building, fire hydrant, vehicle, or other object.
 - e. Animal Handlers must prevent their animals from chasing and/or harming persons or animals, including wildlife.
 - f. Animal Handlers are responsible for cleaning up after their animals and properly disposing of its waste in appropriate containers.
 - g. Animals must meet local license requirements and wear tags as required by local and State law and regulation. Animal Handlers shall comply with all applicable City of Spokane animal control ordinances, including Spokane Municipal Code (SMC) 10.03.015 adopting by reference Spokane County Code Chapters 5.04 and 5.12.
 - h. Animals considered to be dangerous dogs, potentially dangerous dogs, and potentially dangerous wild animals under state and/or local law may not be brought on University owned, leased, or controlled property. See RCW 16.08, RCW 16.30, and SMC 10.24A.
2. Academic, Administrative, and Non-Residential Support Facilities. Only Service and Working Animals are permitted in Gonzaga academic, administrative, and non-residential support facilities.
- a. Service Animals.
 - i. Employees with disabilities may be accompanied by their Service Animals into academic, administrative, and non-residential support facilities and need not request the University's permission to allow the presence of the Service Animal on University property, but are requested to notify Human Resources of the need for a Service Animal's presence in advance of reporting for work with the animal. The employee may be asked whether the animal is needed because of a disability, and what work or task the animal has been trained to perform.
 - ii. Students with disabilities may be accompanied by their Service Animals in academic, administrative, and non-residential support facilities and need not request the University's permission to allow the presence of the Service Animal on University property, but are requested to notify Disability Access of the need for the service animal's presence prior to bringing the animal onto university property. The student may be asked whether the animal is



needed because of a disability, and what work or task the animal has been trained to perform.

- b. Working Animals. Employees must secure the approval of their Dean, if assigned to an academic unit, or their Vice President / Vice Provost to bring a Working Animal into Gonzaga academic, administrative, and non-residential support facilities. Approval will be granted if the proposed work meets the definition of Working Animal contained in the “Definitions” section of this policy. The Human Resources department will serve in a consultative role in the decision-making process if requested by the approver. If approval is granted, the Animal Handler must inform the Human Resources Department of that approval and comply with all provisions of this policy. If a Working Animal is approved to be in a classroom setting the faculty member must provide advanced notice to all students enrolled in the course so students have the opportunity to request any appropriate modifications to the classroom setting or seek accommodations based on the presence of the Working Animal.

3. Residential Facilities. Only Service, Assistance and Working Animals are permitted in Gonzaga residential facilities.

a. Service Animals.

- i. Employees residing in University residential facilities need not request the university’s permission to allow the presence of their Service Animal in University residential facilities, but are requested to notify Human Resources of the need for a Service Animal’s presence in advance of bringing Service Animals into Gonzaga residential facilities.
 - ii. Students residing in University residential facilities need not request the University’s permission to allow the presence of the Service Animal in University residential facilities, but are requested to notify Disability Access of their intent to have a Service Animal with them so the University may ensure that the living area is conducive to having the animal living there.
- b. Assistance Animals, once approved, are restricted to Gonzaga owned, leased, or controlled on- or off- campus housing. The Assistance Animal request and approval process is found in the “*Student Service and Assistance Animal Policy*” available on MyGU and through Disability Access. Employees residing in Gonzaga owned, leased, or controlled on- or off- campus housing may submit an Assistance Animal authorization approval request to the Human Resources Department.



4. Disability Accommodation. Nothing in this policy is intended to interfere with any student's or employee's ability to request a particular reasonable accommodation for a disability. As such, students and employees may seek reasonable accommodation for disabilities notwithstanding any provision of this policy that might appear to preclude the particular disability accommodation request. Gonzaga University will ensure that applicable legal requirements relating to Service and Assistance Animals are met, including but not limited to:
 - i. Washington Law Against Discrimination (WLAD);
 - ii. Washington Industrial Safety and Health Act (WISHA);
 - iii. Americans with Disabilities Act (ADA); and
 - iv. Fair Housing Act (FHA)

Any employee who has concerns about this policy (e.g., questions of eligibility, potential violations, or other matters) should bring such to the attention of the Assistant Vice President of Human Resources. Students should bring their concerns to the attention of the Vice Provost for Student Affairs.

B. Delivery of Customer Service

1. This section B. applies to the actions of employees performing duties involving the delivery of customer service to members of the public, including employees who are seeking customer service, but not in their employee capacities.
2. While providing customer service to individual members of the public, employees shall not ask Animal Handlers about their use of a Service Animal if the Service Animal's trained purpose is apparent. Individuals with disabilities who use Service Animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. Establishments that sell or prepare food must generally allow service animals in public areas even if state or local health codes prohibit animals on the premises.
3. If a Service Animal's trained purpose is not apparent to an employee interacting with an individual member of the public in a customer-service capacity, an employee shall not ask about the nature or extent of an Animal Handler's disability. After obtaining their supervisor's approval, an employee interacting in a customer-service capacity with an Animal Handler who is a member of the public may only ask if the animal is required



because of a disability and what work or task the animal has been trained to perform. See RCW 49.60.214.

4. An employee interacting with an individual member of the public in a customer-service capacity may never ask for a demonstration of the animal's training or proof that the animal is a Service Animal.

Procedures

A. Violations of Policy

1. Anyone who brings an animal onto Gonzaga University owned, leased, or controlled property not in conformance with this policy will be required to immediately remove the animal from University owned, leased, or controlled property.
2. Stray, uncontrolled or unattended animals may be impounded by local authorities.
3. An Animal Handler may be directed by a Gonzaga University supervisory employee with responsibility for the affected property to remove an animal that is not housebroken, out of control, or determined to be a substantial and direct threat to the health and safety of individuals. Examples include a very sick animal, a substantial lack of cleanliness of the animal or the presence of an animal in a sensitive area such as certain labs, mechanical or industrial areas. Such concerns should be discussed with the handler to see if steps can be taken to allow the animal safely in the area. When there is a legitimate reason to ask that a Service or Assistance Animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
4. Animal Handlers will be held financially responsible for property damage and/or personal injury caused by an animal on University owned, leased, or controlled property.
5. If a Service or Assistance Animal is banned from University owned, leased, or controlled property, the affected individual with a disability will have the right to engage in a deliberative process, as detailed in section B below, to determine if effective participation can occur with other appropriate accommodations. In these situations, the individual with a disability is not banned from the property and may return without the animal without going through the deliberative process.

B. Appeals and Grievances



1. Employees who feel that they have been unfairly denied the ability to bring a Service Animal or Working Animal into Gonzaga academic, administrative, and support facilities or unfairly denied the ability to have an Assistance Animal in a university residence may file a grievance under the Faculty Handbook and/or the Policies and Procedures Manual.
2. Students who feel that they have been unfairly denied the ability to bring a Service Animal into a Gonzaga academic, administrative, and support facilities or unfairly denied the ability to have an Assistance Animal in a university residence may seek an internal remedy under the student Conflict Resolution & Grievance Procedure described on myGU under Disability Access.

Sanctions

Employees

Employees may be subject to discipline for violations of this policy. Sanctions will be administered in accordance with the procedures in the Faculty Handbook for faculty members and the Policies and Procedures Manual for staff and will be commensurate with the severity and/or frequency of the violations and may include termination of employment and banning an animal from university owned, leased, or controlled property.

Students

Failure to comply with the requirements of the policy may subject a student to disciplinary actions up to and including dismissal from the University, depending on the nature and severity of the policy violation.

Visitors

Failure to comply with the requirements of the policy may subject a visitor to being asked to leave University owned, leased, or controlled property and/or trespassed from the property for up to a year or more, depending on the nature and severity of the policy violation. Failure to comply with a University-issued notice of trespass can result in referral to the Spokane Police Department by the University for criminal trespass.

Exceptions



Employees currently living in a Gonzaga University owned, leased, or controlled residential facilities who are authorized by their supervisor to maintain an animal as a household pet are exempt from this policy. Such employees are still required to abide by this policy when their animal is outside of their residence.

Related Policies, Documents & Forms

Residential Housing Contract

[Guidelines for Service Animals](#)

Student [Service](#) and Assistance Animal Policy