

DOG-FRIENDLY WORKPLACE REQUIREMENTS/PROCEDURES

REQUIREMENTS:

An employee's dog is only permitted on campus after the employee has received an approved permit registration from the ESCC Department of Public Safety.

PROCEDURE:

1. To obtain a permit registration an employee must submit to the Human Resources Department the following items:
 - a) An ESCC Pet Health Assessment Form completed by a licensed veterinarian
 - b) An ESCC Dog Permit Application which includes:
 - Dog name, breed, weight, gender, age
 - Employee name, ID, address, phone, emergency contact information
 - Proof of dog licensure
 - Proof of personal liability insurance
 - Waiver of liability
 - Declaration of animal history
2. Upon receipt and approval of the above items by the Human Resources Department, the approved permit will be forwarded to the Department of Public Safety who will register the permit and provide a copy to the employee/dog owner.

RELATED DOCUMENTS

1. Dog Permit Application/Waiver & Declarations Form
2. ESCC Pet Health Evaluation Form