Live-in Professional Staff Pet Policy

ROWAN UNIVERSITY POLICY

Title: Live-In Professional Staff Pet Policy
Subject: Student Affairs
Policy No: SL: 2019:01
Applies: University-Wide
Issuing Authority: Vice President of Student Life/Dean of Students
Responsible Officer: Assistant Vice President for Residential Learning and University Housing
Adopted: 01/22/2019
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I. PURPOSE

This policy establishes rules and procedures for live-in staff to own and keep pets in their University assigned residence.

II. ACCOUNTABILITY

At the direction of the Vice President of Student Life/Dean of Students, the Assistant Vice President for Residential Learning and University Housing and other managers responsible for student housing shall implement and ensure compliance with this policy.

III. APPLICABILITY

This policy is applicable to all live-in professional staff occupying housing facilities owned or leased and operated by the University, as well as student housing provided by third parties ("Affiliated") with the University.

IV. REFERENCES

1. Glassboro Animal Control Ordinance

V. DEFINITIONS

1. "Owner" is defined as the live-in professional staff member who owns the pet.
2. "RLUH" is defined as the Department of Residential Learning and University Housing.
3. "AVP" is defined as Assistant Vice President for Residential Learning & University Housing.
4. "Live-in staff" is defined as full-time professional staff employed by the University who live in University assigned residences as a condition of their employment.

5. “Pet” is defined as any animal owned by a live-in staff member that is not kept due to a disability in accordance with service and comfort animal policies and applicable laws including the Americans with Disabilities Act and Fair Housing Act.

VI. POLICY

1. *Rationale*
    a. Live-in staff who occupy University assigned residences are recognized to be responsible adults who are expected and committed to being positive role models for students and colleagues.
    b. Certain University staff live in University assigned housing so that they will be available on campus on an ongoing basis to supervise University residences and respond to students and campus emergencies as needed. Because these staff must live in a University assigned residence in order to fulfill the requirements of their job, their positions are unique. These individuals forego the privacy and independence normally afforded to other staff who live off campus.
    c. Pet ownership is recognized as having several benefits, which can improve the wellbeing of staff in these unique positions including companionship, reduction of stress, as well as improvement of overall health.
    d. Given these factors, live-in staff are deemed exempt from the regular restrictions imposed on pets in University assigned residences and are permitted to own and keep pets in their University assigned residence in accordance with this policy.
2. *Pet Ownership Guidelines and Expectations*
    a. The live-in staff member must be a full-time permanent professional staff member. Graduate or undergraduate student staff are not covered by this policy.
    b. Before the pet arrives to campus, the owner must sign a Live-in Staff Pet Agreement. This form will document the pet emergency contact, pet vaccinations and license information, which must be current.
    c. Only dogs, cats, small birds and small rodents (hamsters, guinea pigs, chinchillas) and fish (limited to one tank of 10 gallons or less) are permitted. Dogs should be limited to a maximum size of 45 pounds and a breed that will have a positive quality of life while living in a relatively small apartment. Staff are allowed to have only 2 pets per apartment, except that fish may be kept up to an appropriate number for the species and size of the tank.
    d. The owner is responsible for compliance with current city, county and state laws and/or ordinances pertaining to licensing, vaccination and other requirements for their pet(s) (see referenced Glassboro Animal Control Ordinance). When licensing or vaccination is required, the owner will provide proof of compliance to the University.
    e. The owner will be responsible for all care and management of their pet(s) and at no time will the University have any liability or responsibility for the care, feeding or management of the pet(s) or for any injury, illness or death of pet(s).
    f. The owner will be solely responsible for the behavior of their pet(s) including any injury, illness or death caused by their pet(s) to any other animal or person. The owner agrees to indemnify and hold harmless the University from all payments, claims and liabilities for losses or damages to property or injuries caused wholly or in part by the pet(s), or resulting from the pet living in the employee’s assigned University housing.
    g. Any pet that poses a health or safety risk to other animals or persons will be quarantined as appropriate in accordance with veterinarian advice or removed from the University assigned residence.
    h. The owner will be responsible for any damages caused by their pet(s) and will pay the full cost of any cleaning or repairs needed in order to restore their assigned residence to its normal condition as needed.
    i. The owner will provide a picture of the pet to accompany the pet information form that will remain on file with the Office of Residential Learning and University Housing.
    j. If the owner will be away for an extended period of time (Cat – longer than 24 hours; Dog – longer than 8 hours; other animals– time dependent on type of animal), the owner is responsible

for coordinating care of the animal. Access to the staff apartment may not be granted to others not affiliated with the University except in accordance with policy and/or with approval of the University.

k. Pets are not permitted to linger in common areas or residential buildings and must be taken from the building via the shortest and most direct route from their apartment, using a leash or pet carrier as appropriate.
l. All pets must be housebroken and trained to minimize damage and community disturbances.
m. Owners are responsible for compliance with all applicable ordinances of the Borough of Glassboro (see referenced Glassboro Animal Control Ordinance) and the State of New Jersey.
n. The University reserves the right to revoke the approval of a pet(s) at any time. In addition, if the owner fails to properly care for the pet(s), does not remove the pet(s) from the residence after having been asked to do so, or for any reason deemed appropriate by the AVP and Dean of Students, the University reserves the right to contact the appropriate authority (i.e. animal control) to have a pet(s) removed.
o. The owner will maintain a renter's insurance policy and a comprehensive general liability insurance policy to cover potential property damage, personal injury, bodily injury or death. The policy shall have a limit of not less than $1,000,000. The owner shall obtain a certificate naming Rowan University as an additional insured under the policy and provide the certificate to the University on an annual basis.

3. *Standards of Animal Behavior and Control*
   a. The owner is responsible for maintaining proper control of their pet(s) at all times. Proper control includes preventing the pet from jumping on people, running away or creating any nuisance or unsanitary hazard.
   b. Pets that create a nuisance due to poor behavioral control, noise, barking, growling, displays or aggression or interference with other resident's right to peace and enjoyment of their residence may be prohibited from remaining in the University assigned residence.
   c. Animals that are unclean or create foul odors or unsanitary conditions may be prohibited from remaining in the University assigned residence.
   d. Any pet that bites or causes injury to a person must be removed from the University campus and the staff member's residence and will not be permitted back.
4. *Emergencies*
   a. The owner should designate an emergency contact person capable of providing care for the pet (s) in the owner's absence.
   b. The owner grants the University permission to provide access to the staff member's residence to the designated emergency contact.
   c. The emergency contact must present identification upon arrival to campus. The owner will be solely responsible for the actions of the emergency contact and is responsible for updating the record should the designated emergency contact change.
   d. In the case of a building fire alarm or evacuation, the owner may crate the pet and carry it from the building or leash the pet and escort it from the building. The University and emergency responders are not responsible for rescue of any animals.
5. *Facilities Guidelines*
   a. The owner will take all necessary precautions to protect University property. Food dishes, cages, litter boxes, and the like must be placed on a plastic or protective mat.
   b. Cat litter must be cleaned regularly (at least every other day) and be disposed of in the designated outdoor trash dumpsters. Cat litter may not be flushed in toilets. Newspaper, wood chips, or any material used for bedding or waste elimination must be cleaned regularly and disposed of in outdoor trash dumpsters. Dog feces must be immediately picked up by the pet owner during walks and disposed of appropriately. Pet feces must be disposed of regularly by placing in a sealed plastic bag and disposal in a dumpster located outside of the building.
   c. Owners must possess appropriate products to treat and clean pet accidents, should they occur in the apartment.
   d. The owner's residence may be inspected for fleas, ticks and other pests if necessary. If fleas, ticks or pests are detected through inspection, the residence will be treated using approved pest control methods by a University approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest control measures used in residences where no pets are housed.

e. The owner must ensure that their pet(s) will not leave their residence except on a leash or in an appropriate carrier or wander into the hallways and common areas.
f. When the notice is given that work will be performed in the live-in staff member's residence, the owner is responsible for crating the pet when maintenance personnel are scheduled to enter the apartment
g. The owner is expected to note that a pet resides in their apartment and note whether or not the pet is crated when submitting work orders to notify appropriate custodial and facilities staff. The owner should also request to be contacted by facilities staff.
h. RLUH staff will establish an inspection cycle for apartments with pets and provide 48-hour notice prior to an inspection. However, RLUH maintains the right to conduct inspections at any time should a bona fide emergency or other risk to the safety and welfare of people or the pet(s) exist that warrants an immediate investigation and response.
i. All damage or cleaning costs will be the sole responsibility of the owner.
j. The live-in staff member will pay any damage or cleaning costs within fifteen (15) days.

6. *Breeds (Dogs and Cats)*
   a. Dogs and cats should be limited to a maximum size of 45 pounds and a breed that will have a positive quality of life while living in a relatively small apartment.
   b. When considering a breed, the owner should consider factors such as shedding, barking, and required exercise level for the pet.
   c. Due to the factors listed above, the following dog breeds are prohibited: Pit bulls, Staffordshire terriers, Doberman pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskies, and Wolf-hybrids.

VII. COMPLAINTS AND CONCERNS

1. Complaints or concerns about a live-in staff member's pet may be reported to the following:
   a. Assistant Vice President for Residential Learning and University Housing (856) 256-4266
   b. Rowan University Department of Public Safety (856)256-4922 or for emergencies (856) 256-4911
   c. Gloucester County Animal Control Division (856) 881-2828
2. If legitimate and relevant health, safety or behavior concerns are brought to the attention of the AVP, the pet owner will be expected to remove the pet.
3. Should the conditions of this policy not be met, the pet owner will receive written notice from the Department of Residential Learning & University Housing requiring the owner to remove the pet from University housing within 48 hours. It will be the responsibility of the pet owner to find a suitable home for the pet.
4. Any animal neglect or abuse will be referred to appropriate law enforcement and animal welfare authorities.

VIII. ATTACHMENTS

a. Pet Agreement Form