

RES-ED

Practices-Procedures, Policies and Guidelines

Pet Guidelines: Live-on Staff (Full-Time Live-on Staff and Graduate Assistants)

Our Purpose: The purpose of this Pet Guidelines: Live-On Staff is to ensure that pets are the sole responsibility of the owner and do not become a liability to Housing & Residential Life (Housing) or The University of Arizona (UA), to provide guidance on how to obtain and maintain approval for bringing a pet to reside in the residence halls, and to identify the locations on campus in which pets reside.

The UA and Housing have guidelines in place to allow live-on staff to own and house pets within staff apartments.

DEFINITIONS

The term “**pet**” in accordance with the *Department of Housing and Urban Development* defines a “common household pet” as:

A domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles); tortoises are not permitted as pets. If this definition conflicts with any applicable State or local law or regulation defining the pets that may be owned or kept in dwelling accommodations, the State or local law or regulation shall apply. This definition shall not include animals that are used to assist persons with disabilities**.*

*This is an addition to the definition, based upon the needs of Housing to specify that tortoises are not permitted as pets.

**For questions regarding assistance animals, please contact the Disability Resource Center at 520-621-3268 or on the web at <https://drc.arizona.edu/>

These guidelines must always be consistent with the UA and Housing, and may occasionally require modifications:

Caged Pets: “Caged pet” refers to any pet that permanently resides within a terrarium/tank (i.e. fish or turtle/s)

Uncaged Pets: “Uncaged Pet” refers to larger pets such as cats, dogs, rodents, birds, rabbits and other pets that do not permanently reside within a cage or can be removed and survive outside of a cage or enclosure.

STAFF RESPONSIBILITIES

Associate Director of Residential Education:

- Receive a completed, signed copy of the “Pet Responsibility and Agreement Form” prior to pet’s occupancy.
- Approve and finalize approval for all live-on pets and ensure the Pet Guidelines: Live-On Staff is enforced.
- Ensure that all up-to-date required documents pertaining to the pet are received within 30 days of obtaining the pet. (Liability insurance must be obtained as required for appropriate pet/s prior to housing the pet/s in the apartment. Please see “Liability and Insurance Requirements” section for more details.)

Assistant Director Residential Districts:

- Review the Pet Guidelines: Live-On Staff with the staff member.
- Conduct Apartment Condition Report (ACR) for live-on staff and their pet move in and move out processes. Schedule the move out ACR inspection in conjunction with the Facility Operations representative.
- Ensure pet guidelines compliance with live-on staff.

Staff Member/Pet Owner Responsibilities:

1. Complete and submit “Pet Responsibility and Agreement Form” to the Associate Director of Residential Education prior to acquiring or obtaining a pet. The Associate Director of Residential Education must approve the pet prior to the staff member obtaining or acquiring the pet.
2. If approved, submit proof of Pet Liability Insurance (for cats and dogs, or as necessary depending on species of pet) to Associate Director of Residential Education
3. Within 72 hours of bringing the pet into campus apartment, pay Pet Fees (outlined below)
4. Submit to the Associate Director of Residential Education within 30 days of obtaining the pet, the following up-to-date documentation:
 - a. Pet license (if required by Pima County)
 - b. Vaccination and immunization record (as required by Pima County)
 - c. Basic Obedience Training Certificate or verification of enrollment in Obedience Training (dogs, or as applicable)
 - d. Proof of spayed or neutered, or written intent to spay or neuter at the appropriate age (cats and dogs)
 - e. Other, as required by law
5. Live-on staff may have two pets in their apartment and/or a 10 gallon or less fish aquarium. The aquarium can be in addition to the two-pet limit, or the aquarium can be counted in the total amount of two pets. Each pet must have separate documentation, as detailed in this document.

Indoor/Outdoor Pet Guidelines:

- Pets are only allowed in the staff member's apartment or specified external areas of the residence hall as determined by Housing.
- Arrangements must be made in advance between University/Housing personnel and the staff member if required to enter the staff's apartment, especially if said staff member is unable to be present at the time of entry.
 - Pets must be properly kenneled, caged, restrained or temporarily removed from the apartment during the time University/Housing personnel are scheduled to visit.
 - In certain instances, such as fire alarms, pest control treatment, maintenance, and emergencies, it may be necessary to remove the pet for a given period of time.
 - In case of building evacuation, Housing live-on staff must ensure their pet is able to shelter in place and inform proper authorities of the pet's presence as necessary.
- Pets should be leashed or in animal-specific harness/container when outside the apartment.
- Staff member should use the shortest route to and from building exterior when taking their pet outside.
- Staff members must pick up after their pet/s and dispose of any waste properly; use waste bags and dispose in dumpsters/trash cans located outside of the building.
- A pet can be used for "community programming" only in exterior building spaces and with approval of the Associate Director of Residential Education or their designee.
 - For dogs to be approved for programming, the dog must complete the American Kennel Club's Canine Good Citizen test and have certificate on file; submit certificate to the Associate Director of Residential Education. This program evaluates the dog/s in simulated everyday situations in a relaxed, non-competitive atmosphere.
- If staff wish to keep an aquarium, the aquarium must not exceed 10 gallons and may not include dangerous fish such as Piranhas and venomous fish.

Insurance and Liability Requirements:

- Live-on staff member is responsible and solely liable for all actions of their pet when it comes in direct contact with others (bites, scratches, fleas, etc.)
- If live-on staff member has a dog, cat, or species of pet that may pose a risk (designation will be made on a case by case basis by Housing), the staff member must have the appropriate liability insurance before the pet is permitted in the apartment. The insurance must cover bodily injury with a minimum of \$100,000.

Pet Fees and Apartment Damage:

- Live-on staff member/pet owner is responsible for all property damages caused by the pet.
 - An Apartment Condition Report (ACR) is completed by the Assistant Director Residential District both prior to the pet's presence and upon live-on staff move out; the move out inspection must be completed with the designated Facility Operations representative. It is the responsibility of the live-on Housing staff member to take all precautions to protect University property.
 - The Assistant Director Residential District is responsible for completing all ACRs for live-on staff with pets. This will be consistent with current established ACR practices.
- A non-refundable pet fee is charged to the live-on staff member to assist Housing and Residential Life to mitigate future staff member's pet-related health concerns.
 - This is a \$250.00 one-time cleaning fee for uncaged pets such as cats, dogs, rodents and other pets that can survive outside a cage (as defined above).
- There is no fee assessed for Caged pets (as defined above).

- An additional \$120.00 pet residence fee per uncaged pet is applied for the first year and each subsequent year the pet resides on campus.
 - (e.g., 2 dogs=\$240, 1 dog and 1 cat=\$240, 1 dog=\$120)
- If Housing and Residential Life property is damaged as a result of the pet's habitation of the apartment or negligence of the pet owner, the live-on staff member is responsible for all costs associated with the replacement or repair of damage. This applies to both Caged and Uncaged pets.
 - Damage charges are separate from and in addition to the one-time \$250 cleaning fee and yearly \$120 pet residence fee.

Pet Eviction from Residence Halls:

- Once the pet is approved, the Associate Director of Residential Education and respective Assistant Director Residential District is responsible for ensuring compliance to guidelines.
- Any documentation of failure to comply with these guidelines is kept on file with Housing and Residential Life Human Resources.
- Failure to comply with these guidelines can lead to the eviction of the pet.
- If a pet is to be removed from staff's apartment based on a UA or Housing decision, the Housing live-on staff member must be notified in writing and have 48 hours to seek an alternate temporary place of residence for the pet. Housing may use discretion to have the pet removed from the apartment immediately, if deemed necessary.
- Before final pet eviction decisions are made, live-on staff is given an opportunity to respond to the concern(s) and correct the situation, as appropriate.
- If a pet is to be removed for safety or liability concerns, the live-on staff member will be notified in writing and have 24 hours to remove the pet from UA property after a single incident. Housing may use discretion to have the pet removed from the apartment immediately, if deemed necessary.
- Failure to comply with these guidelines may result in progressive disciplinary action by the Assistant Director Residential District and/or Associate Director of Residential Education.

Pet Guidelines: Live-on Staff - Process Full-Time Live-on Staff and Graduate Assistants

1. Staff reviews Pet Guidelines: Live-on Staff document with their supervisor.
2. Staff submits completed "Pet Responsibility and Agreement Form" to Associate Director of Residential Education.
3. Associate Director notifies staff of approval/denial of pet in writing.
4. If an ACR has not already been completed prior to acquisition of the pet, the Assistant Director Residential District must complete the move in ACR inspection.
5. Staff must obtain Liability Insurance for cat, dog, or species of pet prior to the pet residing on campus. Proof of insurance (receipt or policy) must be provided to the Associate Director of Residential Education.
6. After completion of steps 1-5, staff may bring approved pet to reside on campus.
7. Within 72 hours of bringing pet to campus, staff must notify Associate Director of Residential Education the type, name, and description of pet and pay associated Pet Fees:
 - a. Onetime non-refundable \$250 cleaning fee.
 - b. Annual non-refundable \$120 pet residence fee per pet
 - i. This amount is pro-rated at \$10/month of remaining months of the fiscal year.
 - ii. Annual pet fee of \$120 per pet is due each year the pet resides on campus on July 1st, or the next business day thereafter.
 - c. Make payments to Finance and Budget personnel (3rd floor, El Portal)
 - d. Finance and Budget personnel notifies Associate Director of Residential Education that fees have been paid.
8. Associate Director of Residential Education notifies Housing Assignment Services of approved pet so that the pet can be input into StarRez.
9. Staff provides all additional documentation as outlined in Pet Guidelines: Live-on Staff, to the Associate Director of Residential Education within 30 days of obtaining the pet.
10. Associate Director of Residential Education submits all documentation as outlined in Pet Guidelines: Live-on Staff, to Human Resources to be kept with the staff's Employee Personnel File.
11. Staff is responsible for identifying an appropriate external pet relief area outside of the residence hall, and for cleaning and disposing of pet waste.
12. Assistant Director Residential District schedules move-out ACR inspection with staff and Facility Operations representative. Assistant Director Residential District completes inspection and assesses applicable damage charges that must be paid prior to staff member's departure from campus.
 - a. Assistant Director Residential District records damages and charges on the ACR, and consults as necessary with Facility Operations staff member for appropriate amount to charge for damages.
 - b. If staff member moves to new apartment, damage charges must be paid within 30 days of initial date in which charges were assessed. Appeals of damage charges must be submitted in writing within 30 days to the Associate Director of Residential Education.