Pet Policy for 231 VMC
(Office space shared by Faculty, Graduate Students and House Officers within VCS/VMC/VPM)

Amended July 21, 2015

Pet Committee Representative:
Ruth Scott
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All pets issued permits for use in 231 VMC are subject to the policies outlined below as well as those outlined in the Collegiate Policy on Personal Pets on University Grounds and in Buildings that can be found at https://intranet.ahc.umn.edu/petpolicy/index.html

Any questions or concerns regarding these policies should be directed to the Pet Committee Representative or to the Chair of the Pet Committee ( Sara Pracht, prach011@umn.edu)

Being cognizant of the overall office environment is extremely important. While it is recognized that all the occupants have long days which make it difficult to adequately care for our pets, some do not have any option but to bring our pets to work (i.e. some live alone and do not have anyone that can help take care of their pet). With this in mind all occupants are asked to consider whether they are bringing their pet out of convenience or out of necessity. The ability to bring a pet to work is a privilege and is an exception to the University wide policy that bans pets from being in any campus buildings. As always, this privilege fragile and due diligence and good citizenship is essential for this privilege to be continued.

Policy

1) Pet permits are required for all pets in the office. Permit holders are exempt from having to obtain permission from every office member due to the high number of office members.

2) There will be a maximum of 8 pet permits issued to the members of 231 per year. These permits must be renewed annually. At least 2 of these permits will be reserved for individuals who would like to bring their pet in only when they are off clinics. Seniority, based on departmental position followed by length of time in the office, is given to office members when applying for pet permits. Individuals on the overnight shift can bring their pets if necessary; these pets will still need to have a valid pet permit and must be included in the total number of pet permits issued per year.

3) No pets are allowed to roam freely. Pets should be confined to a crate or kennel of adequate size (4 walls, roof and floor) in the owner’s cubicle space. GATES are no longer allowed for confining pets nor can pets be tethered to office furniture.

4) Pet owners are responsible for cleaning up after their pet and keeping their area clean. This also includes any grass areas outside of the VMC. Doggie bags are provided near the rear doors to facilitate picking up after your pets.

5) Pets must be friendly toward other people and animals. Any observed act of aggression by a pet, whether toward a person or another pet, will result in that pet no longer being allowed to be in the office. Circumstances will be taken into consideration, but the risk is too high to all office members and their pets to overlook aggressive behavior.
6) **ALL** individuals who bring a pet in to the office **MUST** provide a means to reliably contact them should an issue arise with their pet. For example, putting a list of pager, conference room, cell or other phone numbers directly on their pet’s kennel.

7) If an individual has a complaint or concern, that person is asked to discuss the concern with the owner of the pet directly in an attempt to resolve the problem prior to filing a complaint with the Pet Policy Committee.

8) Pets must be quiet. Excessive barking and noisemaking is not permitted. If a pet is being disruptive, the following steps should be followed:
   a. The owner of the pet will be contacted and informed of the issue with their pet.
   b. The owner **MUST** respond to the issue in a timely manner and if they are unable to do so (i.e. because they are in surgery or other procedure) they must provide assurance that they will deal with the issue in a timely manner OR have a colleague address the issue for them.
   c. If the issue is not dealt with in a timely manner (i.e. ??) and the pet continues to be disruptive, the owner will be contacted again.
   d. Failure of the owner to comply with the issue after being contacted a second time will result in the animal being moved to the VMC wards and the owner subsequently billed by the hospital.
   e. At this point the issue will be brought to the attention of the Collegiate Pet Committee who will decide if any further action is necessary as outlined in the Oversight/Follow through section of the Collegiate Pet Policy.

9) In cases where disputes are occurring between two pets and the only solution is removal of one of the pets, the decision will be made base on seniority of the House Officer.

10) Infringements will be addressed as outlined in the Collegiate Pet Policy.

If you wish to apply for a pet permit complete the following items:

https://intranet.ahc.umn.edu/petpolicy/index.html

- Review the Collegiate Policy on Personal Pets on University Grounds and in Buildings found at the above website
- Complete the Application for Pet Permit found on the same website
- Give the completed application and cash or check to Ruth Scott.

Renewing a pet permit is done annually and a new application must be filled out and given to Ruth Scott.