



Housing and Residence Life Staff Pet Policy

Updated 02/2021

Purpose

The UNC Charlotte Housing and Residence Life (HRL) Staff Pet Policy allows live-in staff the privilege of having a pet while living on campus. By bringing a pet to campus, the staff member has indicated an understanding of this policy and has agreed to the conditions and penalties herein. Every pet owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for their individual pets. Staff are expected to receive approval prior to purchasing or adopting any pet or paying a deposit, if applicable. Any requests to this policy MUST be approved prior to the pet arriving on campus.

This policy will be maintained by the HRL Staff Pet Policy Committee, consisting of two representatives from HRL Facilities (Associate Directors) and three representatives from Residence Life (Associate Director, Assistant Director, and an REC). Requests for pets not included in this policy will be reviewed by this committee on a case-by-case basis with final sign off being provided by the Directors of HRL Facilities and Residence Life. Please remember, pets are a privilege and not a right and HRL administration reserves the right to change and/or alter this policy as deemed necessary.

Note: This policy does not cover Service Animals or Emotional Support Animals. Please see Campus Policy 704 for guidance for these animals.

Permitted HRL Staff Pets

Cats, dogs and fish (maximum 10 gallon tank) are allowed in on-campus staff housing. Only one dog or cat is permitted to live in staff apartments. Pets (dogs and cats) must be at least six months old prior to their arrival on campus. No puppies or kittens younger than that are allowed. Pets must be spayed or neutered prior to arrival and must already be potty trained / housebroken. Wildlife Rehabilitation animals are not covered under this policy and are not permitted in the residence halls.

Dogs should not exceed forty pounds in weight when fully grown, and the following breeds (or mix of breeds) are not permitted in campus housing: Akita, Pit Bull, Staffordshire Terrier, Alaskan Malamute, Bullmastiff, Chow, Doberman Pinscher, German Shepherd, Great Dane, Huskies (all breeds), Presa Canario (Canary Dog), Rottweiler, St. Bernard, and Wolf Hybrid.

Exception Process

Should a staff member want to request an exception to any of the above policies, they must submit a written request to their Residence Life Assistant Director and include any supporting

documentation. The Assistant Director will forward the request to the Director of HRL Facilities who will bring the request to the HRL Staff Pet Policy Committee for review. Should the Pet Policy Committee support the request, the Director of HRL Facilities will discuss the request with the Director of Residence Life. Both the Director of Residence Life and the Director of HRL Facilities must approve the request. If this request is denied, the staff member may appeal the decision to the Associate Vice Chancellor for Student Affairs.

Registration and Inoculation

All dogs and cats residing on campus under this HRL Staff Pet Policy must be registered with HRL and follow all federal, state, county, and city guidelines. **The registration process must be completed prior to the approved pet's arrival on campus.** Registration involves providing these things:

- Signed copy of the HRL Pet Registration Form
- Proof of appropriate vaccinations and any necessary licensing/registration documents.
- Proof that the pet has been spayed or neutered (if available)
- A picture of the pet
- Payment of the Registration/Cleaning fee of \$250

Updated vaccination, licensing, and proof of flea and tick treatment must also be provided upon request throughout the pet's stay.

An approved HRL pet tag will be provided for the pet upon completion of the pet registration process, and it is expected that the pet will wear this ID tag at all times. The pet will receive a new tag each year upon submission of updated vaccination records.

Rules and Regulations

1. It is strongly recommended that all dogs be crate trained and remain crated when the resident / staff member is not home.
2. Only pets registered with UNC Charlotte HRL are allowed within staff apartments at any time. Staff may have other registered pets visit their unit for a scheduled social event or "play date."
3. If owners are leaving campus for an extended length of time, they must take their pet with them, arrange for boarding off campus, or arrange for a pet sitter to take care of the pet appropriately. If a sitter is being used during a staff member's absence, they must either be a resident of the building or another HRL staff member. No outside visitors are allowed to access the building.
4. Pets are permitted only in staff apartments. Pets are not allowed in staff offices, public lounges, kitchens, dining facilities, bathrooms, or other campus buildings without prior approval from the appropriate Residence Life Assistant Director and Associate Director/Director. Pre-approval would generally only be granted for programming purposes.
5. Staff should use the most direct path to the exterior of the building when taking their pet outside.

6. Dogs must be on a leash at all times when outside of the apartment. Under no circumstances are pets allowed to run around or be tied up unsupervised.
7. Owners must clean up after their pets. When outside, pick up after the pet and dispose of the waste in a proper manner. Cat litter boxes should be cleaned and refreshed regularly so as not to create a smell or other issues in the apartment.
8. Pet owners must adhere to all other relevant HRL and campus policies, including noise / quiet hours rules. Repeated violations may result in the removal of the pet.
9. Registered pets must wear their UNC Charlotte pet identification tag and current rabies vaccination tags at all times.
10. Pets should be treated for ticks and fleas regularly according to the medication instructions. If a staff apartment develops fleas or ticks during their residency, the owner is required to contact the Housing Facilities office for treatment. The use of any flea bombs/aerosols in the unit is prohibited.
11. HRL staff with pets will be required to have their carpets cleaned annually at no expense by the HRL BES staff.

We strongly encourage that pet owners obtain personal liability insurance for their pet while residing on campus. Regardless of the circumstances, the pet owner is ultimately responsible for the actions of the pet.

Procedures for Facilities Staff

Facilities staff are asked to work directly with HRL staff ahead of any work or inspections that need to take place in staff apartments. Staff who have pets should always confirm in any work requests that they have a pet present in the apartment, and make arrangements with the facilities staff to safely work in the apartment. This may include crating the pet or isolating them to a separate space within the apartment while the work is being performed. Should an emergency situation arise and the facilities staff have to enter the apartment without coordinating with the pet owner, the staff will do everything possible to keep both themselves and the pet safe.

Apartment Inspections, Cleaning, and Damages

The pet registration and cleaning fee is charged for every approved pet and will be used to perform special post occupancy cleaning of the staff apartment when the staff member departs the position. The pet registration and cleaning fee does not cover the repair of damages (if any) to the apartment caused by the pet. These costs will be billed separately to the staff member prior to their departure.

HRL Facilities and Residence Life Leadership staff conduct annual inspections of all staff apartments to check for damages, facilities issues, and plan for renovations and replacements. This will include those apartments with pets. An additional initial inspection will be performed in any staff apartment with a new pet within two months of the pet arriving onto campus, in order to ensure that the pet is adjusting properly to the environment. Upon inspection, should any animal-caused damages be noted, repairs will be made and the costs for those damages will be billed to the staff member at that time.

Prior to a staff member leaving their position and moving out of their apartment, they are required to perform one final walkthrough of the apartment with an RLLT member and a Facilities staff member. If damage is found to have occurred in the apartment - whether by a pet or not - the cost of repairs or replacement will be billed to that staff member.

HRL Pet Violations and Consequences

All pet violations will be heard by the Directors of Residence Life and HRL Facilities. The Directors will determine the appropriate penalty for any infractions. Appeals of these decisions will be made to the Associate Vice Chancellor for Student Affairs, and must occur within five business days of the original penalty being assigned. If the original penalty includes removal of the pet, the pet must be removed until the AVC hears the case and makes a final decision.

The following behaviors/issues may result in the pet approval being revoked and the pet removed from campus:

- Aggressive pet behavior
- Excessive barking or other noise issues leading to a disruption to the building community
- Pets in non-authorized areas or not leashed in public spaces
- Excessive damage to the apartment or building
- Failure to maintain proper vaccinations

Pets attacking, biting, or harming other animals or humans will not be tolerated. Alleged violations of the policy will be referred to the Associate Vice Chancellor for review and the pet must be removed from campus immediately until the incident has been investigated. If determined that the pet has engaged in attacking, biting, or harming other animals or humans, privileges will be revoked.

Owner negligence or mistreatment of a pet will not be tolerated. Alleged violations of the policy will be referred to the Associate Vice Chancellor for review. If determined that negligence or mistreatment of the pet has occurred, privileges will be revoked.

Failure to remove a pet from campus when instructed may result in a \$500 fine and/or employee disciplinary action. If an instruction to remove an HRL pet is not complied with promptly, HRL officials may involve animal control for assistance with the pet's removal. All fines for improper conduct of the pet or owner will be charged to the staff member.



Housing and Residence Life Staff Pet Registration Form

HRL Staff Member Name: _____ Apartment: _____

Please complete the following with as much information as is known at this time. If you don't know specific information right now you can submit the remaining information after you get your pet.

Pet Status: _____ Currently Owned Pet
_____ New Pet If new: _____ Already selected _____ Still searching

Pet Type: _____ Dog _____ Cat **Breed:** _____
_____ Other What type? _____

Pet Age: _____

Description (Color, Hair Length, etc.):

Current weight: _____ **Expected weight when fully grown:** _____

Is the pet spayed or neutered? _____ Yes _____ No

Is the pet potty trained / housebroken: _____ Yes _____ No

Is the rabies vaccination current: _____ No _____ Yes - Tag #: _____

By submitting this registration form, I acknowledge that I have read and agree to the HRL Pet Policy. If I do not already have the pet or know this information, I will provide it as soon as I have it. I also agree to notify the department of any changes to my pet's status in the future.

Staff member signature

Date

Approved:

Director of Residence Life

Date

Director of HRL Facilities

Date