

ADMINISTRATIVE DIVISION FINANCE & ADMINISTRATION		POLICY NUMBER 212
POLICY TITLE ANIMALS ON CAMPUS		
DATE OF REVISION OCTOBER 23, 2024		
RESPONSIBLE OFFICER VICE CHANCELLOR FOR FINANCE & ADMINISTRATION		ADMINISTRATIVE OFFICE HUMAN RESOURCES

PURPOSE

This policy addresses the presence of employee animals on campus and where they are permitted to be.

DEFINITIONS

Emotional Support Animal (“ESA”) is a pet that provides emotional comfort and companionship to a person.

Service Animal is a dog that has been specifically trained to do work or perform tasks for a person with disabilities and is registered to perform these duties.

POLICY STATEMENT

The University of South Carolina Beaufort is committed to an inclusive environment for all members of its community, including animals on campus. This policy explains procedures for employees bringing animals on-campus. This policy *excludes* animals used for teaching and/or research purposes.

PROCEDURES

- I. Non-Service Animals
 - a. Pets and emotional support animals are not permitted inside campus buildings.
 - b. Animals may be on exterior campus grounds and are required to be leashed at all times.
- II. Service Animals
 - a. Service animals, in accordance with the Americans with Disabilities Act, are permitted to accompany the individual to all public spaces and grounds throughout all campus locations.
 - b. Employees are required to work with Human Resources and their supervisor to establish:
 - i. The service animal is required because of a disability, and
 - ii. The work or task the service animal has been trained to perform.
 - c. University staff cannot ask about the person’s disability, require medical documentation, or for the service animal to demonstrate its ability to perform the work or task.
 - d. Service animal access may be restricted in select locations, including but not limited to food preparation areas or laboratories, if doing so may compromise health and/or

safety. Access to these locations will be made of a case-by-case basis to determine if the accommodation is reasonable for the setting.

- e. While on-campus, the service animal must be leashed unless doing so interferes with providing the service.
- f. University staff are not required to provide care for or supervision of a service animal.

III. Handler Requirements

- a. Animals are expected to be housebroken.
- b. Animals are required to maintain up to date vaccinations required by the state of South Carolina, including Rabies, and when evidence is requested, provide proof within 24h.
- c. Handlers are responsible for all aspects of the animal's care including feeding, grooming, odor control, veterinarian care, flea and tick control, and pet waste disposal.
- d. Handlers are solely responsible for the animal's behavior and control of the animal while on-campus.
- e. Handlers are financially responsible for any physical damage or harm to people, university property, or the property of others.
- f. Animals may not remain on campus without the handler.

IV. Right to Restrict, Deny Access, or Remove an Animal from Campus

- a. USCB reserves right to deny access to animals on-campus in the following circumstances:
 - i. The animal is not housebroken;
 - ii. The handler cannot control the animal and presents an immediate threat to safety, health, or well-being to the university community;
 - iii. The animal demonstrates signs and symptoms of illness or has been exposed to a transmissible illness.

V. Disciplinary Action

- a. Employees who violate this policy may be subject to disciplinary action.

RELATED UNIVERSITY AND STATE POLICIES

[ADA Requirements: Service Animals](#). Americans with Disabilities Act of 1990. U.S. Department of Justice Civil Rights Division.

[S.C. Code of Laws, §43-33-10](#). Rights of Physically Disabled Persons,

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
October 23, 2024	Updates to reflect current standards of practice
July 31, 2007	Policy created