

Winston Salem State University
Housing and Residence Life

Full-time Live-in Professional Staff Pet Policy

Housing and Residence Life at Winston Salem State University may allow full-time live-in Area Coordinators and Hall Directors in Residence Life to own and keep pets in their respective residence hall or common area apartment. This policy will be mentioned during recruitment of full-time staff. The following are the requirements of this policy:

- The staff member must draft a letter of application to the Director of Housing and Residence Life (or designee) in writing BEFORE acquiring or bringing a pet.
- The Director of Housing and Residence Life (or designee) must approve each pet (with the exception of fish) in writing before it is allowed in the apartment. Only domesticated animals will be allowed in the apartment.
- The staff member is to be fully responsible for the pet in a staff apartment (regardless if the pet belongs to a spouse, child, etc.)
- The staff member must have on file with Residence Life current documentation of the following:
 - Dog license or cat license
 - Vaccine requirements (renewed yearly)
 - Any other documents as required by law
 - Evidence of insurance that includes bite coverage
 - Evidence of established primary veterinarian (within 2 months of approval date)
 - Pets must be spayed and neutered at the appropriate minimum age.
- An up-to-date listing of permissible pets (and breeds, if appropriate) should be kept on file in the Residence Life office. This list should be reviewed and taken into consideration before acquiring a pet.
- Only dog breeds listed on the approved breed chart will be approved for ownership. Mixed breeds may be approved; contact the Director of Housing and Residence Life (or designee) PRIOR to acquisition. All breeds are not to exceed the small range of weight, or 40 pounds.
- Only domesticated, de-clawed cats will be permitted. There should be no restrictions on cat breed.
- Only one pet, dog or cat is permitted per staff member's residence unless the Director of Housing and Residence Life make an exception.
- Under normal circumstances, the pet should only be allowed in the staff member's apartment.
- Pets should be restrained on a leash when outside the apartment or accompanied within the fenced area.
- Pets are not allowed on the residence hall floors or in common spaces. Appropriate actions must be taken when the pets cannot occupy the staff apartment for a given period of time (i.e., fire alarms, pesticide spraying, etc.)
- A deposit of \$250 dollars is to be left via check payable to WSSU HRL in regards to any complications – WSSU and HRL have the right to use the deposit to remedy any disputes in costs.
- The staff member must have the appropriate liability insurance before the animal is permitted in the apartment. The insurance must cover bodily injury with a minimum of \$300,000.
- All liability for the actions of the animal in direct contact with others (bites, scratches, etc.) is the responsibility of the owner, not Winston Salem State University or the Department of Housing and Residence Life.

- Staff members must pick up after their pets and dispose of their waste properly. Waste is to be disposed of in dumpsters, not smaller individual garbage cans.
- Necessary accommodations should be made for personnel to enter staff apartments when the staff member is not present. The pet should be properly kenneled or temporarily removed from the residence during the time that personnel are in the apartment.
- If a pet is to be removed from WSSU property based on Housing and Residence Life's decision, the owner should be notified in writing and have 48 hours to seek an alternate place of residence for the pet. Before such decisions are made, the owner should be given an opportunity to respond to the concern(s) and correct the situation, if appropriate.
- If a pet is to be removed for safety or liability concerns, the owner will be notified in writing and have 48 hours to remove the pet from WSSU property after a single incident.
- Any and all property damages caused by the animal will be the responsibility of the owner. There will be an initial apartment condition inventory completed by the staff member and checked by Residence Life personnel PRIOR to the pet's presence; the Director of Housing and Residence Life or designated staff member maintain the right to conduct apartment inspections. The owner will take all precautions to protect University property.
- To prevent a new staff member's pet-related health concerns, the departing staff member must make all necessary amends and cover all costs to return the apartment to a pet-free living environment (i.e., carpet steam cleaned, draperies cleaned, etc.)
- Staff members who have the benefit of a private entrance with a fenced yard must post signage at all gates of entrance that states "Beware of Dog".

Enforcement of Guidelines

- Complaints and concerns in regard to noise, odor, pests, threat, or danger will be addressed to and logged by the immediate supervisor. The immediate supervisor shall respond to the bulk of these complaints as well as most potential violations of the guidelines. This includes major complaints or a history of minor complaints. The immediate supervisor shall have the authority to issue any one of the following sanctions:
 - Requiring specific reasonable action on the part of the owner to rectify a problem
 - Verbal warning - Letter of warning
 - Letter of reprimand - Demotion of current registration status to probationary
 - Revocation of current registration
 - Suspension of pet-owning privileges for one or more semesters.

Liability

The University will not be liable if the animal injures a resident.

- The pet owner will take full responsibility for any damage the pet does within the hall as well as the actions the pet may take toward others.
- Dangerous behavior by the animal (biting, scratching) to another individual could result in immediate removal of the pet from the hall.

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Housing and Residence Life

**Full-time Live-in Professional Staff
Pet Policy Contract**

I, _____, as a full-time professional, live-in staff member with University Housing and Residence Life staff, agree to follow all policies related to pet ownership and apartment living at Winston Salem State University. My initials next to the items below indicate my understanding of the policies and compliance with all rules and regulations.

- The staff member must write a letter of application to the Director of Housing and Associate Director of Residence Life in writing **BEFORE** acquiring or bringing a pet. An up-to-date list of permissible pets (and breeds, if appropriate) will be kept on file in the Residence Life office. This list should be reviewed and taken into consideration before acquiring a pet. Only dog breeds listed on the approved list will be approved for ownership. Mixed breeds may be approved; contact the Director of Housing and Associate Director of Residence Life **PRIOR** to acquisition. All breeds are not to exceed the small range of weight, or 40 pounds.
- The Director of Housing and Associate Director of Residence Life must approve the pet (with the exception of fish) in writing **PRIOR** to the pet being allowed in the apartment. Only approved domesticated animals will be allowed in the apartment.
- The staff member is to be fully responsible for the pet(s) in a staff apartment (regardless if the pet belongs to a spouse, child, etc.)
- The staff member must have on file with the Director of Housing and Associate Director of Residence Life current documentation of the following:
 - Dog license or cat license
 - Vaccine requirements (renewed yearly)
 - An initial apartment condition inventory
 - Any other documents as required by law
 - Renters insurance with a minimum \$300,000 bodily injury coverage including pet bite/scratches.
 - Documentation that a cat is declawed.
 - Documentation of primary veterinarian (within 2 months of approval date)
 - \$250 Deposit
- Only domesticated, de-clawed cats will be permitted. There should be no restrictions on cat breeds. Canine Good Citizenship certifications would be preferred but are not required.
- Pets must be spayed and neutered at the appropriate minimum age.
- Only one dog or cat is permitted per staff member's residence unless the Director of Housing and Associate Director of Residence Life makes an exception. Exceptions are made on a case by case basis. The maximum is two dogs, one dog and one cat, or two cats per apartment.

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- Under normal circumstances, the pet should only be allowed in the staff member's apartment.
- Pets should be restrained on a leash when outside the apartment or accompanied within the fenced area.
- Pets are not allowed on the residence hall floors or in common spaces. Appropriate actions (e.g., boarded at kennel, taken outside by owner, etc.) must be taken when the pets cannot occupy the staff apartment for a given period of time (i.e., fire alarms, pesticide spraying, etc.)
- The staff member must have the appropriate liability insurance (\$300,000 bodily injury) in the event of a pet bite, scratch, and so forth. Documentation of coverage must be provided to the Director of Housing and Associate Director of Residence Life and be kept on file.
- All liability for the actions of the animal in direct contact with others (bites, scratches, etc.) is the responsibility of the owner, not University Housing or Winston Salem State University.
- Staff members must pick up after their pets and dispose of their waste properly. Waste is to be disposed of in dumpsters, not smaller individual garbage cans.
- Necessary accommodations should be made for personnel to enter staff apartments when the staff member is not present. The pet should be properly crated, kenneled or temporarily removed from the residence during the time that personnel are in the apartment.
- If a pet is to be removed from WSSU property based on a University Housing and Residence Life staff decision for safety or liability concerns, the owner will be notified in writing and 48 hours to seek an alternate place of residence for the pet from WSSU property. Before such decisions are made, the owner should be given an opportunity to respond to the concern(s) and correct the situation, if appropriate.
- Any and all property damages caused by the animal will be the responsibility of the owner. There will be an initial apartment condition inventory completed by the staff member and checked by Residence Life personnel PRIOR to the pet's presence; the Director of Housing and Associate Director of Residence Life or designated staff member maintain the right to conduct apartment inspections. The owner will take all precautions to protect the property of the University and the residents.
- To prevent a new staff member's pet-related health concerns, the departing staff member must make all necessary amends and cover all costs to return the apartment to a pet-free living environment (i.e., carpet steam cleaned, draperies cleaned, etc.) Failure to do so will result in subsequent charges of a minimum of \$500.00.

Name of Staff Member/Pet Owner: _____

Signature of Staff Member/Pet Owner: _____

Date: _____

Director of Housing Signature: _____

Date: _____

Associate Director of Residence Life: _____

Date: _____