



**BRING YOUR DOG TO WORK AUTHORIZATION AND RELEASE**

**GENERAL INFORMATION**

**Employee Name:**

**Date:**

**Department:**

**Supervisor:**

**Number of Days (per month) dog will be present in the work place:**

**DOG INFORMATION**

**Name:**

**Breed:**

**Weight:**

**Age:**

**Emergency Contact Name and Number:**

**MEDICAL INFORMATION:**

The owner of the dog agrees to maintain copies of all pertinent pet medical information on premises and agrees to the following minimum requirements.

- All vaccinations, including bordetellosis, are complete and current.
- Parasite control is being done on a routine basis and the animal is free of ticks and fleas.
- The dog has no recent history (6 months) of infection or ringworm.

**GUIDELINES:**

The owner of the dog agrees to observe the following guidelines. Authorization is granted at the sole discretion of Davidson College and can be revoked at any time.

- Owner will be solely responsible for all clean-up inside and outside the building.
- Owner will immediately clean up any accidents or messes using appropriate clean-up and disinfectant measures.
- Owner will not bring to work a dog that has not been fully house trained.
- Owner shall reimburse College for any bills incurred by the College for clean-up or damage.
- Owner will not bring a dog to work that is ill or behaving abnormally and will remove the dog from the premises if it becomes ill while on College property.
- Owner will not bring a dog to work that has bitten or is aggressive, destructive, or excessively vocal.
- Owner must control the dog at all times using a leash while walking the dog and some form of appropriate containment in their work area. Owner will not leave dog unattended.
- Owner has sole responsibility for care of the dog while on College property.
- Owner must keep a supply of plastic bags with ties at all times and is responsible for the appropriate disposal of dog waste.
- When the dog is in the workspace, Owner will keep the door to the workspace closed and will post a sign on the door indicating the dog's presence.

(Over)

**WAIVER OF LIABILITY:**

In consideration of being permitted to bring one’s dog to the work place, the dog owner does hereby unconditionally releases, indemnifies, waives, discharges and agrees to hold harmless Davidson College and its trustees, officers, staff, faculty, students, or guests from any loss, damage, liability and expense, including court costs and attorney fees, that may be incurred as a result of injuries, including death to persons or dogs, or damage to property, directly or indirectly associated with the owner bringing his/her dog to the work place, whether caused by the negligence of other staff, faculty, students or guests, or otherwise.

BY SIGNING THIS AUTHORIZATION AND RELEASE, THE DOG OWNER EXPRESSLY ACKNOWLEDGES AND REPRESENTS that he/she has carefully read the Davidson College Policy on Pets in the Workplace and the foregoing terms and conditions, understands the contents thereof and signs voluntarily; he/she is at least eighteen (18) years of age and fully competent; and executes this Authorization and Release intending that he/she, his/her spouse and family members, and his/her heirs, assigns and personal representatives if deceased, be legally bound by same.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**AUTHORIZATION TO DEDUCT FROM WAGES:**

The dog owner consents to Davidson deducting from his/her wages the amount of fees assessed for clean-up or damage.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE



**APPROVAL:**

I have discussed the foregoing Authorization and Release with the dog owner and am agreeable to the employee bringing his or her dog to the workplace. I approve this request, subject to employee following these and other departmental guidelines and demonstrating responsible dog ownership.

\_\_\_\_\_  
SUPERVISOR NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VP/DIVISION HEAD

\_\_\_\_\_  
DATE