

Service Animals and Non-Service Animals in the Workplace

Puget Sound Educational Service District (PSESD) is committed to becoming an Antiracist Multicultural Organization. The agency recognizes and values the racial and cultural diversity of its staff and believes this diversity strengthens the agency, stimulates creativity, promotes the exchange of ideas, and enriches staff engagement. We take personal responsibility to do our best work in providing quality education, leadership and services to our partners motivated by a deep desire to ensure that every child has the opportunity to reach his or her fullest potential.

In support of this commitment, the agency prohibits discrimination in all aspects of its education programs and employment practices against any employee, applicant, student, intern or volunteer because of sex, race, creed, color, national origin, sexual orientation including gender expression or identity, pregnancy, marital status, religion, age, honorably discharged veteran or military status, physical, sensory, or mental disability or the use of a trained dog or service animal by a person with a disability.

The following policy has been established in order to provide for the health and safety of the Puget Sound Educational Service District staff and guests.

Service Animals

The Puget Sound Educational Service District acknowledges its responsibility to permit employees and/or guests with disabilities to be accompanied by a “service animal” as required by federal laws and/or Washington State’s law against discrimination. This policy governs the presence of service animals in PSESD facilities, including school busses.

A “service animal” means an animal that is trained and/or in training for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability.

An employee that requires a service animal shall discuss his/her needs with the Human Resources Administrator or designee. The Human Resources Administrator will evaluate the request and make final determination.

Guests requiring a service animal must give prior notice, if possible, to the Facilities Operations Director.

Non-Service Animals

PSESD is responsible for assuring the health and safety of all employees. In keeping with this objective, PSESD does not permit pets in the workplace. Animals may pose a threat to others, cause allergic or other medically-related reactions in other employees or guests, cause distractions to business operations or damage to agency property.

Relevant Board Governance Policy: EL 1: Global Executive Constraint
EL 4: Treatment of Staff

Cross References: 1000 – Non-discrimination and Affirmative Action
2030 – Service Animals in Schools
3210 – Non-discrimination

Legal References:	American Disabilities Act (ADA), Revised Title II Regulations, _35 Service animals Section 504 of the Rehabilitation Act of 1973 RCW 28A.642 Discrimination Prohibition RCW 49.60.040 Definitions WAC 162-26 Public accommodations, disability discrimination WAC 392-145-021(3) General operating requirements
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In support of the Agency's commitment to become an Antiracist Multicultural Organization, the agency utilizes the *Racial Equity Tool*, developed by the City of Seattle's Race & Social Justice Initiative, to ensure racial equity best practices are engaged when evaluating programs, practices, policies and procedures and workforce equity.