



CAL MARITIME

Housing and Residential Life Professional Live - In Staff
Pet Policy.

Policy Title: Housing and Residential Life Professional Live – In Staff Pet Policy

Policy Number: AA 08-005

Policy Administrator: Provost Gerald Jakubowski

Policy Initiator: Deborrah Hebert, Ph.D., Dean of Students

Authority: Director of Housing and Residential Life

Cross References:

Effective Date: Periods of Employment

Date initiated: September 20, 2012

Approved:

Revised:

Purpose: This policy establishes the criteria for Full-time Professional Residence Life Staff who live in On-Campus apartments to have pets.

Scope: This policy applies to all full-time professional Residence Life staff living in apartments at The California Maritime Academy.

Accountability: The Director of Housing and Residential Life is responsible for administering this policy and ensuring compliance.

Rationale:

The professional live-in position will typically attract a national pool of candidates. As the field of residence life becomes more professional, and graduate degrees are more often required, candidates will have had significant residence life experience as well as range greatly in age and backgrounds. Due to the requirement of a graduate degree, the typical age of professional live-in staff will frequently fall within the range of twenty-four to twenty-eight years old. Candidates are sometimes older, but rarely younger. Given the ages of these incoming professionals, many will have had significant periods in which to develop their independent, personal lives. Included in developing this life is often the acquisition of a pet. Due to the unique format of the Professional Residence Life position(s), on-campus apartments are provided to accommodate the responsibilities of the position. The proximity to the residents requires that professional staff live by regulations that would not be found in living in some off-campus settings. There are, however, very clear differences between the residences of professional staff members and the student residences in each building. Apartments set professional staff members apart from residents with a few simple physical differences such as private bathrooms and kitchens. These physical variances allow residents to see a tangible difference between the residence hall living and the living arrangements for professional staff. This difference establishes the Director/Coordinator apartments as permanent residences, and in turn, simplifies the allowances of other differences such as domestic partners, spouses, and children living with full-time, live-in, professional staff. Pet ownership is an extension of this difference and further signifies to the residents that the individual living in the apartment is a full-time professional. Live-in residence life positions require mature, responsible adults who have committed their lives to being positive, healthy role models for students and colleagues. It is generally agreed that the live-in professional residence life position can be intense and stressful. Being fully immersed within the world of college students requires significant sacrifices in lifestyle. A pet policy asserts that a pet can be a significant family member, and should receive similar consideration. Perhaps more importantly, minimizing the lifestyle sacrifices of live-in professionals, in an area as precious to people as their pets, will benefit not only the live-in professionals and their family units, but the University community as well. Professional Residence Life Staff are year-round, independent residents who are invested in their homes. These professionals call the campus home for the duration of their employment; residential staff are permanent residents living in apartments, not temporary dwellers staying in rooms. Allowing Professional Residence Life Staff to have animal companions expands personal freedom and enhances quality of life. Pets provide companionship for our Professional residential staff. While some residential staff are fortunate enough to have family and friends living close by, many do not. Pets could provide much needed companionship for our residential staff. Residential staff have stressful, demanding jobs and could benefit from the stress reduction that pet ownership provides. It has been well-documented that the presence of an animal companion contributes to a general feeling of well-being and reduction of stress. Even the steady fulfilling responsibility of caring for a pet can have a calming effect. Residence Life will benefit from a wider selection of more qualified personnel. Excessively restricting residential staff apartments to student room regulations causes qualified and talented job candidates to disfavor or even eliminate Cal Maritime Residence Life as a potential employer. On the other hand, allowing pets for Professional Staff would enable Residence Life to exceed the living condition packages offered by other universities, making Cal Maritime a possible preferred employer for live on, professional Residence Life staff. Finally, if the RLP has a pet, they may be more apt to stay in the residence halls during their time off work and have higher visibility by students.

Procedures:

Employee Pet Deposit and Protocol

Full-time Professional Life Live In Staff are eligible to become pet owners under the guidelines detailed below. Residence Life Professionals, (referred hereinafter as RLP), interested in having an approved pet living in their apartment should contact their supervisor and provide this completed application. Copies of applications will be kept on file in the Dean of Students' and Director of Housing and Residence Life offices.

1. Pet specifications

- The type of pet will be a "typical" household pet. Approved pets are non-flesh eating fish, turtles, frogs, toads, guinea pigs, hamsters, birds, domestic cats, small dogs up to 35 lbs.
- Snakes, lizards, small rodents (besides guinea pigs and hamsters), and exotic animals (including exotic insects, arachnids, and bugs) are prohibited.
- Water filled aquariums will be no more than 20 gallons.
- Pets will be considered "indoor" pets and can't be penned/leashed outside or let out to roam free.
- Cats and turtles may be no more than 20 pounds and 18 inches at the shoulder at maturity. Projections can be based on breed standards, and verification from a veterinarian.
- Each staff member will be allowed only two pets at any given time. Each pet must be approved.
- All pets (where medically applicable) must be spayed or neutered at the earliest veterinarian-approved time; pets inadvertently becoming pregnant before being spayed or neutered must be removed. No offspring are allowed in the residence hall.
- All pets must be up to date on vaccinations, as applicable. This is to be verified by a veterinarian and written proof of vaccinations, as well as updates, provided to the RLPs Supervisor.

1. Professional Residence Life Staff Member desires to keep the below described pet hereinafter referred to as "Pet":

Pet Name: _____
Type: _____
Color: _____
Breed: _____
Weight: _____

2. Residence Life Professional (referred hereinafter as RLP) must pay a \$250.00 (per pet) refundable pet deposit prior to pet's presence within the housing complex.
3. The refundable deposit shall be subject to full inspection of the RLP apartment upon the RLP's move out. RLP shall be liable for all damages or expenses incurred by or in connection with pet, and shall hold the Office of Housing and Residential Life (referred hereinafter as HRL) harmless and indemnify HRL for any and all damages or costs in connection with pet. HRL reserves the right to off-set the cost of Pet damages to the community against RLP's pet deposit during the term of RLP's employment. Cleaning charges may also be applied to the deposit upon departure. A copy of the deposit receipt must be attached. **Examples of pet damage may include:** chewing, tearing, scratching, destruction of furniture and any other items which result from a pet residing in a residence unit.
4. RLP agrees to comply with all applicable ordinances, regulations and laws governing pets.

- RLP shall ensure that pet(s) will not cause any damage, discomfort, annoyance, nuisance or in any way inconvenience, or cause complaints, from any other building inhabitant.
 - RLP shall ensure that pet is in compliance with the Housing and Residential Life noise policy.
 - RLP shall prevent any fleas or other infestation of California Maritime Academy property.
 - RLP agrees that pet will not be permitted outside the RLP's apartment unless restrained by a leash or in an appropriate cage/tank. Use of the grounds or premises for sanitary purposes is prohibited.
 - The pet shall have required vaccinations. RLP must provide proof of vaccinations within two weeks of pet's arrival.
 - The pet shall carry some sort of identification tag showing current address and telephone number on their collar.
 - Pet owner or individuals assisting said owner will not discard of fecal matter by either burying it in common areas, flushing it in toilets, or by throwing it into undeveloped areas.
 - Any "mess" created by pet shall immediately be cleaned up by RLP. If RLP does not clean up after said pet, or if pet constantly bothers other residents, or constitutes a problem or obstruction to University and/or Housing staff from properly performing their functions, duties and responsibilities, RLP may be asked to remove that pet. If RLP fails to remove said pet following complaints from residents and requests from HRL, Human Resource action may be taken.
5. Dangerous, illegal, or poisonous animals will not be permitted on the property. Members of the housing community, including employees are not allowed to keep endangered species. Exotic animals are not allowed on the property.
6. The pet cannot be left inside the RLP's unit unattended for a period greater than 24 hours. In such a case Housing and Residential Life reserves the right to remove the pet from the facilities and arrange care for the animal through placement at the animal shelter or other means.
7. Under this agreement the pet is assigned to the RLP apartment in _____ (name of residence hall). The pet may not reside in any other residence unit for the duration of the pet's presence within the housing complex.

Receipt # _____ (attach copy)

Residential Life Professional's Name	Date
Residential Life Professional's Name Signature	Date
Supervisor's Name	Date
Supervisor's Signature	Date