

UCLA Institute for Research on Labor and Employment

Dear IRLE Staff and Faculty:

Per my communication with Employee Disability Management Services (EDMS), the campus department responsible for facilitating the job accommodation process, employees with a disability may be assisted via the job accommodation process when they require the presence of a service or assistive animal in order to perform the essential functions of their job.

Animals are not allowed in any UCLA building unless it has been approved as a service or assistive animal and it must adhere to the minimum requirements described below.

There are many laws, regulations and policies that protect employees with a disability and to ensure that we comply campus wide, there is a process that is required to be followed. Animals are required to meet minimum standards including:

- It is free from offensive odors and displays habits appropriate to the work environment, for example, the elimination of urine and feces
- It does not engage in behavior that endangers the employee's health or safety and health of others in the workplace
- It provides assistance for the employee's disability and this must be described by the employee
- It is on a leash of no greater than 6 ft. at all times
- You can provide proof of current county or city license
- A doctor has issued a statement on a prescribed form that the employee requires such an animal
- The employee has submitted medical documentation confirming the existence of a mental or physical disability along with relevant functional impairments

If the presence of a service or assistive animal is required, we request that you complete the attached "employee statement" and have your medical provider complete the "Medical Statement". Until the service or assistive animal has been determined to be a reasonable accommodation, the animal should not be in the building. If this causes a challenge for you to perform your job, other ideas can be discussed pending the determination of an accommodation.

Completed forms must be returned to me via email. Once forms are received, we will arrange a meeting with the employee, supervisor, and HR. The meeting will be facilitated by Employee Disability Management Services. This meeting will be an interactive dialogue to address how the requested accommodation (animal) will help you overcome barriers to performing the essential function of your job and whether this accommodation is reasonable within the operation of the department, or whether other accommodations can be explored. For information about the job accommodation process, EDMS can be reached at 310-794-8012.

Failure to comply and adhere to policy may require disciplinary action.

Thank you,

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