
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 218
EFFECTIVE DATE: 06/17/08
REVISED: 01/03/17
10/20/20
02/21/23
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: CHILDREN, VISITORS, AND SERVICE ANIMALS IN THE WORKPLACE

I. Policy

a. Children and visitors

1. To avoid disruptions to the employee and coworkers, potential distractions in serving members of the community and to reduce personal and property liability, employees are forbidden to bring children to the workplace and are limited in having family and friends visit. This policy is intended to address the presence of children and family members while the employee is on-duty and does not include official functions or activities promoted by the employer which may allow accompanying children and family members.
2. Supervisors may grant a temporary exception to the rule prohibiting children in the workplace, not to exceed one work day per fiscal year, to accommodate the employee. If an exception is granted, it is the responsibility of the employee to supervise and control the movements of the child. It is not acceptable to request an accommodation to bring sick children into the workplace.
3. The employer understands that an occasion may arise when an employee receives a visit from a family member or friend during working hours and allows such visits providing they are short in duration and not disruptive to other employees or the public.

b. Service animals

1. An employee who requires the help of a service animal in accordance with the Americans with Disabilities Act (i.e., any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability in accordance with the NRS 426.097) will be permitted to bring a service animal to the workplace, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the employer.
2. The service animal has been properly vaccinated.
3. The office where a service animal is allowed shall be made safe for the pet by, at a minimum, ensuring that electrical wires, cables, internet cable, chemicals, cleaning agents, trash bins, and other potentially hazardous conditions are not accessible to the pet.

4. The pet owner must arrive to work prepared with the animal's needs including food, water, toys, bedding, etc.
5. Disagreement: Any individual with a complaint regarding an animal at the workplace should bring the matter to the attention of the owner or owner's immediate supervisor. The employee may also bring the matter to the attention of the Human Resources Director or the County Manager if s/he is uncomfortable bringing the matter to the attention of the owner or immediate supervisor.
6. The employer may require the owner to furnish valid documentation that the subject animal meets the provision of this policy.
7. An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.
8. Storey County may, at its discretion, require the animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The company may specify minimum coverage amounts under such a policy, and may require the owner to pay for such coverage.
9. Storey County shall not be liable for loss of, or injury to, any animal brought to the office.

II. RESPONSIBILITY FOR REVIEW: The HR Director will review this policy every 5 years or sooner as necessary.