

## 04-10. Family and Pets at Work

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 04-10</b>
<b>Subject:</b> Family and Pets at Work
<b>Effective Date:</b> 10/6/2010 <b>Revision Dates:</b> 4/30/2018
<b>Purpose:</b> To provide uniform guidelines regarding non-work-related visitors; ensure the safety of employees' family members and reduce USBE liability; and promote a professional work environment.
<b>Policy:</b> A USBE employee may not bring children or pets to the office as a means of regular care for the child or pet.
<b>References:</b>

### Procedures:

- A USBE employee's family members or non-work-related visitors may come to the office for brief visits that do not interfere with the performance of the employee's assigned duties and responsibilities, or the delivery of USBE services.
- A USBE employee may not bring a pet to the office.
- This policy does not prohibit a USBE employee from participating in an approved "Take Your Daughters and Sons to Work Day."
- This policy does not prohibit a service animal for a USBE employee, a client, or a visitor.