

III. **PROCEDURES:**

Requesting Information about Service Animals

1. When it is not obvious what service an animal provides, limited inquiries are allowed. The Division of Human Resource Management should be consulted when and if these situations arise.

Reporting and Violations

1. If an employee is concerned about a potential violation of this policy, they may report it verbally or in writing to their immediate supervisor, any other supervisor in their direct chain of command, or the Division of Human Resource Management.
2. Any violation of this policy may result in administrative action, as appropriate. Violations of this policy will be investigated and handled in accordance with the USBE's established disciplinary procedures.

IV. **HISTORY:**

This policy supersedes the former Family and Pets at Work policy that was established October 6, 2010 and updated April 30, 2018.