


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Workplace Animal Policy
	Policy Reference No:	8-23
	Release Date:	16 January 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 79-1 (C) Ordinance No. 2020-26
	Revision History:	2
	No. of Pages:	2
	Applicability:	All Employees

The Township is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") It is the Township's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's a known or perceived disability, pregnancy, childbirth, breastfeeding or pregnancy related medical condition, so long as the individual can perform the essential functions of his/her job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the Township will provide reasonable accommodations to a qualified individual with a disability who have made the Township aware of their disabilities to allow them to perform the essential functions of the job, unless doing so would cause a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the municipality.

Consistent with this policy of nondiscrimination, the Township will provide reasonable accommodations to a qualified individual with a guide or service animal to allow them to perform the essential functions of the job, unless doing so would cause a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the municipality.

Service or Therapy Animals are defined as follows:

- guide or "seeing-eye" dogs who help people with visual impairments navigate safely
- hearing dogs who alert those with hearing impairments to alarms, ringtones, and other important noises
- seizure dogs, who alert their handlers of impending seizures
- animals that perform manual tasks, such as pushing elevator buttons, pulling wheelchairs, and holding and retrieving items, and
- psychiatric service animals, who can interrupt self-destructive or dangerous behavior, alerts users to the need to take medication, or diminish the effects of acute anxiety.

Only Certified Service Dogs are allowed in Township office buildings.

Township Responsibilities

Every effort will be made to grant reasonable accommodations, which do not create an undue hardship or cause a direct threat to workplace safety. Unfortunately, service or guide animals who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation may not be permitted to remain at work.

Policy Title:	Workplace Animal Policy
Policy Reference No:	8-23
Release Date:	16 January 2023
Page	2 of 2

~~

Revision No.	Revision Date	Nature of Revision	Approved By
1	15 June 2021	Added Recodified Authority	MAC
2	16 January 2023	Changed Approver from Cavallo to D'Arco	JD