

ADMINISTRATIVE PROCEDURES

SUBJECT: USE OF SERVICE DOGS BY STAFF

In accordance with the policy of the Lambton Kent District School Board to provide services for staff that respect the independence and dignity of those with differing abilities, the following procedures have been developed concerning the use of specially trained service dogs to accommodate particular needs.

RESPONSIBILITIES:

- 1.0 The Staff member will provide the following documentation to their Supervisor:**
- 1.1 A letter from a physician or nurse practitioner confirming the diagnosis of a recognized special need and a recommendation for the use of a Service Dog.
 - 1.2 A completed ***Request for Service Dog Involvement with a Staff Member*** form and appropriate documentation (see Appendix A), including information regarding the activities the Service Dog will perform.
 - 1.3 A certificate of training for the Service Dog from the Guide Dogs of Canada or other approved facility.
 - 1.4 Proof of up-to-date vaccinations, a municipal Service Dog license, and confirmation that the Service Dog is in good health. These must be provided annually.
 - 1.5 A copy of training certification of the individual responsible for the Service Dog.
 - 1.6 The staff member must be responsible for the personal care and physical needs of the Service Dog. A plan for the care of the Service Dog while on the worksite will be developed at a meeting following approval of the application.
- 2.0 Prior to a decision being made, the Supervisor will:**
- 2.1 Inform the staff member making the request that the Lambton Kent District School Board has a procedure to follow (see information letter contained in the Regulation). See ***Administrative Checklist for Implementation of Service Dog into a Worksite*** (Appendix C).
 - 2.2 Provide the staff member with the ***Request for Service Dog Involvement with a Staff Member*** form (see Appendix A).
 - 2.3 Inform the staff member that a copy of the request will be placed in their personnel file.
 - 2.4 Inform the staff member that they take financial responsibility for the provision of the certified Service Dog.
 - 2.5 Inform the appropriate Superintendent upon receipt of any requests for Service Dogs, prior to establishing a meeting.
 - 2.6 Forward requests to the appropriate Superintendent prior to establishing a meeting.
 - 2.7 Receive copies of the required documentation:
 - A letter from a physician or nurse practitioner confirming that the staff member requires the dog for reasons relating to disability.
 - Copy of dog's registration and training certification with a recognized training centre.
 - Copy of current, official vaccination certificate for the dog.
 - Proof of municipal dog license.
 - Copy of training certification of individual responsible for the dog.

- Completed ***Request for Service Dog Involvement with a Staff Member*** (see Appendix A).
- 2.8 Inform school/workplace staff that a request has been made and receive their input.
 - 2.9 Gather information from families of students in any of the classes where the Service Dog will be present to elicit information concerning student and staff allergies as well as phobias.
 - 2.10 Inform School Council that a request has been made and receive their input.
 - 2.11 Submit all documentation and input to the appropriate Superintendent for consideration.
- 3.0 Following decision by the appropriate Superintendent to allow the Service Dog into the workplace, the Supervisor will:**
- 3.1 Meet with the staff member to:
 - Develop/review the implementation plan.
 - Review fire and emergency exit plans.
 - Develop the ***Management Plan for the Care of the Service Dog*** (see Appendix D)
 - Develop a communication strategy to inform employees and other individuals who will come into contact with the service dog of the following:
 - ✓ Guidelines for staff.
 - ✓ The potential impact of the service dog on the workplace.
 - ✓ Appropriate interactions with the service dog.
 - ✓ Safety and/or health concerns.
- 4.0 The appropriate Superintendent will:**
- 4.1 Receive all pertinent information and documentation provided by the Supervisor.
 - 4.2 Review and assess all information, in consultation with the Supervisor.
 - 4.3 Make a decision and communicate the result to the Staff Member and Supervisor through the ***Letter of Decision*** (see Appendix B) and on the ***Request for Service Dog Involvement with a Staff Member*** form (see Appendix A).

Implementation Date: May, 2012

Reference: Policy and Regulations

APPENDIX A



REQUEST FOR SERVICE DOG INVOLVEMENT WITH A STAFF MEMBER

Name: _____	
Worksite: _____	
Telephone #'s: Home: _____	Work: _____

(a) The Service Dog will provide the following assistance (attach documentation):

(b) Length of time the Service Dog and I have worked together: _____

(c) Duration of the requested intervention: _____

(d) Additional information that will assist the Supervisor (e.g., safety, behaviour, temperament of the dog)

- (e) Documentation that must be submitted with this request:
- A letter from a physician or nurse practitioner confirming that I require the dog for reasons relating to a disability.
 - Copy of the Service Dog's registration and training certification with a recognized training centre.
 - Copy of a current official vaccination certificate for the Service Dog.
 - Proof of Municipal Dog License (must be provided annually).
 - Copy of training certification of individual responsible for the Service Dog.

- (f) I understand that it is my responsibility to:
- Transport or walk the Service Dog to and from the worksite.
 - Provide the required equipment and Service Dog care items.
 - Attend to the daily care of the Service Dog.
 - Assume financial responsibility for the Service Dog training, veterinary care, and other related costs.
 - Work co-operatively with staff to make this accommodation a success.
 - Assist the Supervisor with the communication of relevant information to the workplace community.
 - Provide the Supervisor with required documentation in a timely fashion.
 - Inform the Supervisor of all relevant information that may affect personnel in the workplace.

(g) I give permission for this information to be shared with the worksite community.

 Signature of Staff Member Date

For office use only:	
Request Supported: _____ <div style="text-align: center;">Supervisor</div> Date: _____	Request Not Supported: _____ <div style="text-align: center;">Supervisor</div> Date: _____
Request Approved: _____ <div style="text-align: center;">Superintendent</div> Date: _____	Request Not Approved: _____ <div style="text-align: center;">Superintendent</div> Date: _____

APPENDIX B

USE OF SERVICE DOG DECISION (FOR STAFF)

<ON BOARD LETTERHEAD>

Date

Staff Member's Name,
Worksite location.

Dear <Staff Member's Name>:

Re: Request for Use of Service Dog

Attached please find the decision regarding the Request for the Use of a Service Dog in Schools with Staff.

The information and documentation provided was carefully considered prior or making a decision regarding this request.

Should you have any questions, please contact the undersigned at <insert contact information>.

Sincerely,

Encl.

<Name of Superintendent>,
Superintendent of Education.

cc: Supervisor/Personnel File

APPENDIX C**ADMINISTRATIVE CHECKLIST FOR IMPLEMENTATION OF SERVICE DOG INTO A
WORKPLACE ENVIRONMENT**

TASK	DATE COMPLETED
Advise staff member making the request that the Lambton Kent District School Board has a procedure to follow before a decision is made.	
Provide staff member with the following forms: Request For Service Dog Involvement with a Staff Member (see Appendix A)	
Inform the appropriate Superintendent of the request.	
Receive copies of the required documentation: <ul style="list-style-type: none"> • Completed Request for Service Dog Involvement with a Staff Member form. • A letter from a physician or nurse practitioner confirming that the person requires the Service Dog for reasons relating to a disability. • A copy of the Service Dog's registration and training certification with a recognized training centre. • Copy of current official vaccination certificate for the dog. • Proof of municipal dog license. • Copy of training certification of individual responsible for the Service Dog. 	
Inform other individuals who will come into contact with the Service Dog that a request has been made and receive their input.	
Submit all documentation and input to the appropriate Superintendent for consideration.	
Once approval is received, meet with staff member: <ul style="list-style-type: none"> • To develop an implementation plan. • To develop fire and emergency exit plans. • To develop a Management Plan for the Care of the Service Dog (see Appendix D). 	
Develop a communication strategy to inform relevant individuals (see Appendix E).	
Post signs on the entrance doors to advise visitors of the Service Dog's presence	
Monitor and review the implementation on a regular basis.	
File relevant documentation and correspondence in the personnel file.	

APPENDIX D



MANAGEMENT PLAN FOR THE CARE OF A SERVICE DOG - STAFF MEMBER

Name:	DATE: #####
Worksite:	
Name of Service Dog: #####	

Name(s) of individual(s) responsible for the implementation of the Management Plan for the Care of the Service Dog:

1.	
2.	
3.	

Note: Responsibility for care of the Service Dog rests completely with the individual(s) listed above, not Lambton Kent District School Board staff.

Water needs (e.g., provision of water bowl, procedures for use, cleaning, etc.):

Dietary needs procedure:

Bladder/Bowel needs of Service Dog (e.g., frequency, location, disposal, etc.):

Other considerations:

Rest periods from "work":	
Hot weather:	
Winter weather:	
Additional concerns:	

Signature of Staff MemberDate

Signatures of individual(s) responsible for the Care of the Service Dog:

1.		Date:
2.		Date:
3.		Date:

Signature of SupervisorDate

APPENDIX E

**SAMPLE LETTER TO INDIVIDUALS WHO MAY COME IN CONTACT WITH
THE SERVICE DOG**

<ON WORKSITE LETTERHEAD>

Date

To Whom it May Concern:

This letter is to inform you that there will be a Service Dog in our workplace assisting one of our staff members.

Information sessions will be planned at the worksite to integrate the Service Dog into our daily routines and all relevant individuals will be instructed as to proper procedures regarding the Service Dog. The dog is a working Service Dog and not a pet while at the worksite.

If you have any specific questions or concerns regarding the presence of the Service Dog, please contact me.

Sincerely,

<Name of Supervisor>.
<Title>.