1. Under the Americans with Disabilities Act (ADA), an employee with a disability may bring a trained service animal to work. The following provisions apply:
   1. Only dogs or miniature horses are recognized as service animals.
   2. A service animal is individually trained to do work or perform tasks for a person with a disability.
   3. Animals that only provide comfort, emotional support, therapy, or companionship are not considered service animals.
   4. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using the device. If this is the case, the employee must maintain control of the animal through voice, signal or other effective controls.
2. When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff (including members of employee’s chain of command) may only ask the following questions:
   1. Is the service animal required because of a disability?
   2. What work or task has the service animal been trained to perform?

Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the service animal, or ask that the service animal demonstrate its ability to perform the work or task.

1. Staff may not ask the employee to remove his/her service animal from the workplace unless:
   1. The animal is out of control or disruptive and the handler does not take effective action to control it; or
   2. The animal is not housebroken.
2. Staff are not required to provide any care for the employee’s service animal.
3. If members of the employee’s chain of command have a question or concern about the employee’s disability or the employee is unable to perform an essential job function, contact the AgriLife Human Resources (HR) Manager to ensure proper handling.
4. The agency may place restrictions on where a service animal is allowed in the workplace when there is a direct threat to the employee, animal or others. Employees planning to bring a service animal into the workplace should contact the HR Manager for guidance on the accommodations process. The HR Manager will work with the employee’s department head to assess risk and then will notify the employee and their supervisor of any restrictions. When deployed or assigned to events where service animals may not go, the employee is responsible for making arrangements for the service animal to be properly cared for in their absence. Appropriate arrangements are dictated by the length of the assignment. Examples include placing the service animal in a kennel or making arrangements for it to be taken home.
5. The employee with a service animal is solely responsible for all care and costs associated with the animal, including any injuries the animal may sustain while accompanying the employee in the workplace. The employee is also responsible for any injury to others (including co-workers or members of the general public) or damage to property (including agency property) the service animal may cause.
6. All questions related to service animals should be directed to the HR Manager.

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