

<b>UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURE</b>		
<b>Policy: 02-12</b>	Effective Date: January 1, 2000 Revision Date: September 2, 2014	Page 1 of 1
<b>VISITORS IN THE WORKPLACE</b>		

**PURPOSE:**

To support family and work-life balance and address service needs while maintaining a professional workplace.

**I. Policy Statement**

Utah Department of Human Services (DHS) values families and is committed to fostering a family-friendly workplace. In addition, we understand the need for service or therapy pets and, on occasion, clients' pets, in the workplace.

Children and family members are welcome in the workplace as long as their presence does not disrupt office productivity, violate federal or state law or jeopardize safety or confidentiality. DHS does not permit the continual presence of children in the workplace in lieu of child care arrangements.

Service animals or animals that are part of a DHS approved program or service are permitted. Clients' pets are also permitted in accordance with division, institution, office or bureau policies.

**II. Procedure**

A. All DHS employees are to abide by Americans with Disabilities Act (ADA) laws and regulations.

1. Employees with concerns or questions about ADA laws and regulations should:

a) consult with our Bureau of Administrative Services; and

b) review Administrative Services Rules detailed on the Utah Department of Administrative Services web site.

B. Divisions, Institutions, Offices and Bureaus may draft their own policies to address visitors in the workplace – to include client's pets.



Ann S. Williamson, Executive Director  
Utah Department of Human Services