



DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

115 Family Members, Personal Visitors, and Animals at Work

Effective: July 21, 2008

Reviewed: May 1, 2018

References: 42 U.S.C. 126 §§12131 – 12132
CFR Part 35
Administrative Rules R23-19-4(11), R477-2-1 through R477-2-3, R477-8-19,
R895-7-4, and R895-8-5

Purpose:

This policy is established to provide uniform guidelines for employees regarding family and personal visitors and animals in the workplace. The goals of this policy are to:

- Ensure the safety and health of family members;
- Maintain the confidentiality of customers and co-workers;
- Promote the professional work atmosphere;
- Reduce the liability of the Department; and
- Maintain workplace productivity and efficiencies.

Definitions:

For the purpose of this policy:

1. “DAS” means the Utah Department of Administrative Services;
2. “Employee” means a person who is employed on a full or part-time basis by DAS; and
3. “Family member” means an employee’s spouse, siblings, step-siblings, siblings-in-law, parents, step-parents, parents-in-law, children, step-children, children-in-law, any person living in the same household as the employee, and any individual claimed as a dependent for tax purposes.

Policy:

1. Absent supervisor approval, employee family members and personal visitors are not to be at DAS work sites when the employee is working, except for brief visits which do not interfere with the performance of the employee’s assigned duties, responsibilities, and delivery of services.
2. This policy does not prohibit employee’s family members or invitees from participating in award/achievement recognitions and family events, including holiday celebrations and



retirement parties, when approved by the DAS Executive Director, or the Executive Director's designee.

3. Notwithstanding paragraphs 1 and 2 above, employees may not allow family members or personal visitors in DAS work sites when they know such visitors have a communicable illness and when they are aware of hazardous conditions at those work sites.
4. Animals are prohibited at all DAS work sites, except for service animals, as defined by the Americans with Disabilities Act (ADA), or animals that are otherwise approved as an accommodation to a specific employee under ADA.