

MEMORANDUM

TO: Roxanne Emmett, Office Supervisor

FROM: Lisa Appoline, Administrative Assistant

DATE: March 5th, 2014

SUBJECT: ADOPTING AN OFFICE CAT

Recent surveys along with recent employment records demonstrate a lack of commitment to AJ Inc by employees in the local office. AJ Inc has also seen a reduction in productivity over the last three months. A thriving office needs employees to have a connection to the workplace and motivation to stay long term. It is the strong opinion of the majority that the local branch of AJ Inc adopt an office cat.

Due to the struggling economy job security is no longer an assumed perk of employment. Employees must jump at new opportunities of a more secure or higher paying job with other companies. Members of staff use the company as a stepping stone to gain experience and then resign to work for a nationwide company. This lowers overall morale as social connections are severed. In addition, having to repeat the hiring process and train new employees takes a toll on progress and stops workflow.

Research shows that no one in the local office is allergic to pet dander. Members of the staff could contribute a small amount of money every month to the care of the cat. Her veterinary bills would be part of the yearly expenses for the company and used in an emergency. Staff would also rotate the responsibilities for the feeding and cleaning of the litter box. An employee would take her home with them on the weekends, holidays, and in emergency situations (snow, power outage, etc). There are several candidates available at pet rescues in the metropolitan area. Suzie, a nine-year-old black and white tuxedo is an example. She is older, low energy, and warms up to new people instantly. Volunteers at the rescue commented that she always relieves herself in the litter box and is trained to scratch a post.

Only one in five companies allow pets in the office. Having pets in the office has proven to make employees more productive and boost morale. 70 million Americans believe that a pet-friendly work environment would be beneficial to the staff. Office cats are an inexpensive way to make the office more productive. Employees are statistically more willing to put in longer hours when the office has a pet. A cat could be a steady social connection for office staff and ease the stress of colleagues leaving.

I hope you will take this idea into consideration. If you have any questions on the details of obtaining an office cat from a local rescue, I would be happy to discuss the details with you.