



CIVIL SERVICE ADVISER

April 3, 2017

No. 032/2017

The City and County of San Francisco Civil Service Commission

Gina M. Roccanova
President

Kate Favetti
Vice President

Douglas S. Chan Scott R. Heldfond
Commissioner Commissioner

F. X. Crowley
Commissioner

Michael L. Brown, Executive Officer

For more detailed information refer to **Civil Service Policy: CSC No. 2017-01**

STILL HAVE QUESTIONS?

Contact:

- Your Human Resources Professional
- Civil Service Commission
(415) 252-3247
- Department of Human Resources
(415) 557-4800

Note: The information provided in this Adviser is for information purposes only and does not constitute or intend to provide legal advice.

Link to CSC Policies
<http://sfgov.org/civilservice/policies>

Contact Us

<http://sfgov.org/civilservice>
or
civilservice@sfgov.org

Policy on Family and Romantic Relationships at Work

The Civil Service Commission adopted the policy on February 6, 2017. Enforcement of the policy will begin on July 1, 2017. The policy incorporates mandatory reporting and covers all employees, City Officers, Elected Officials, Interns and Volunteers.

HOW DOES THIS AFFECT EMPLOYEES?

City employees may not make or influence any employment decision about a family member or romantic partner as referenced in San Francisco Campaign and Governmental Conduct Code, Section 3.212.

Why is the policy important?

- To help prevent nepotism and favoritism in City employment.

What employees are **PROHIBITED** from doing under this policy:

- Make any employment decision about a family member or romantic partner, including, but not limited to:
 - Supervising
 - Hiring
 - Firing
 - Promoting
 - Transferring
 - Interviewing
 - Disciplining
 - Administering Exams
 - Assigning Work
 - Approving Leave Time
 - Conducting Performance Appraisals

What employees are ALLOWED to do under this policy: When there are no employment decisions or supervision involved an employee may have a family or romantic relationship with another City employee.

If I am in a relationship that violates this policy, what happens next?

- Both employees in the relationship must inform their human resources representative about the relationship.
- Reporting is a confidential process and only shared on a need-to-know basis.
- Reporting is not a cause for discipline.
- When necessary, the Department will work to remove any identified conflict involving direct or indirect supervision.

What relationships are not covered by this policy?

- Friends, roommates, neighbors, and others who are not family members or romantic partners as defined in the policy.

Go to www.sfgov.org/civilservice/policies to read the entire policy.