



Family Friendly Workplace Ordinance

Implementation Checklist

- **Know the law:** A copy of Administrative Code 12Z: San Francisco Family Friendly Workplace Ordinance is available [here](#). It is a simple read and explains each aspect of the law in detail.
 - FFWO applies to San Francisco City and County agencies, and businesses and nonprofit organizations located in San Francisco with 20 or more employees.
 - FFWO applies to employees who have worked at least 8 hours per week for six or more months for the same employer within the City and County of San Francisco
 - FFWO applies to employees with specific caregiving duties towards their children, sick relatives, or elderly parents.
 - FFWO gives an employee with caregiving duties the right to request flexible or predictable work arrangements.
 - FFWO prohibits retaliation or discrimination against an employee who is a caregiver and an employee who may seek flexible or predictable work arrangements
 - FFWO expects the employer to document the request and response process.
 - FFWO expects employers to ensure that employee requests are denied only if there are bona fide reasons.

- **Compare** your current human resource policies with the Family Friendly Workplace Ordinance. Use the following questions to guide your assessment.
 - Does your organization provide a formal channel for employees to request workplace accommodations to meet their caregiving duties?
 - Does your organization have a formal process and timeline for addressing employee requests?
 - Does your organization document the employee request and employer response process?

If you answer **yes** to all these questions, please proceed with the following steps:

- Post** the [official notice](#) about the Family Friendly Workplace Ordinance at your workplace where employees can read it. If the notice already does not do so, it is your responsibility to translate the notice in the languages spoken by at least 5% of your employees.
- Showcase** your commitment to your employees' wellbeing by placing the Family Friendly Workplace logo (p. 3) on your organization's virtual or physical space.

If you answer **no** to any of these questions, please proceed with the following steps:

- Post** the [official notice](#) about the Family Friendly Workplace Ordinance at your workplace where employees can read it. If the notice already does not do so, it is your responsibility to translate the notice in the languages spoken by at least 5% of your employees.
- Collaborate** with your employees to know about:
 - The nature of their caregiving duties;
 - Past issues with managing work and personal responsibilities;
 - Their expectations of their employer to help them accommodate their caregiving duties;
 - Ideas on how to create an easy and effective process for implementing the Family Friendly Workplace Ordinance.
- Connect** with other organizations in your sector who have successfully implemented the Family Friendly Workplace Ordinance. You may be able to learn a great deal from their implementation process.
- Design** a simple implementation process through which the following can be accomplished:
 - Employees are made aware of their right to request flexible or predictable work arrangements to meet caregiving duties;
 - Employees are made aware of the reconsideration process in case their original request is denied due to bona fide business reasons;
 - Employees are made aware of the request and response process and the timeline (p. 4) within which it must be accomplished.
- Implement** the process that you have designed.
- Reach out** to the [Department on the Status of Women](#) and/or the [Office of Labor Standards Enforcement](#) with any questions about the implementation process, including how to handle certain employee requests. Phone: (415) 554-6424. Email: ffwo@sfgov.org
- Showcase** your commitment to your employees' wellbeing by placing the Family Friendly Workplace logo (p. 3) on your organization's virtual or physical space.

Family Friendly Workplace logo

[A downloadable version of this logo is available on our [website](#), under List of Resources]



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Process & Timeline for Request & Response

