



Human Resources Professionals' Meeting February 15, 2012

Updated Employee Handbook

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Note that the information provided in this presentation is intended to be only an overview of the revised January 2012 Employee Handbook. Please make sure to review it carefully and consult with the Department of Human Resources if you have any questions. AND BE SURE TO REFER TO THE APPLICABLE MOU for any additional terms or restrictions!

Overview of Meet and Confer

- The proposed revisions to the 2008 Employee Handbook were distributed to all of Labor in November 2011.
- We convened three meet and confer sessions in December 2011.
- All agreed upon changes were incorporated into the final draft version, which was distributed to all of labor at the end of December 2011.
- Labor was concerned that some of the content of the Employee Handbook may conflict with specific MOU provisions. Note page 1 of the Handbook is clear that the MOU provision would trump a conflicting provision of the Handbook for employees represented under that MOU.
- The City agreed that each department will designate a representative who will be available to answer any questions that employees may have regarding the Handbook once it is distributed.

Rolling Out the Newly Revised Employee Handbook

- Please read it carefully—see the redlined version.
- Provide a copy or a link of the final version to all employees.
 - Review key changes or have the supervisor do so, and designate someone from your department to answer any questions.
 - Allow employees time to read the handbook if needed.
 - We also recommend you require employees to sign an acknowledgement of receipt form.

Rolling Out the Newly Revised Employee Handbook (cont.)

- NOTE: The list of the City's designated medical treatment facilities for City employees who are injured at work was deleted.
 - Instead, departments are now required to post the City's designated clinics in all 24-7 or off-site lunch rooms, and provide all supervisors with a copy.
 - Located on the DHR website at <http://www.sfdhr.org/index.aspx?page=78>.
 - Make sure to periodically update copies. We also established a phone number that employees can call if they cannot get information on where to go.
- If you have existing policies, make sure to explain how they relate to the policies in the Handbook.

Overview of Substantive Revisions

- Policy Prohibiting Harassment—details on supervisors' responsibility and the legally mandated training requirements.
- Reiterates that employees must possess and maintain the qualifications for their position per the examination announcement or as required by law.
 - Does not require an employee to disclose if they no longer meet the MQs. It is up to the departments to establish that requirement as a policy.
 - We recommend departments require disclosure in instances when it would result in a violation of the law by either the City or the employee and/or any time when it would result in liability to the City.

Overview of Substantive Revisions (cont.)

- Reflects current policy that we will review your conviction history information upon change in appointment status.
- Makes clear that employees must be on time and accurately reflect their hours.
- Makes clear that employees may be placed on sick leave restrictions and/or subject to discipline if they fail to submit proper medical certification when required.
- Includes a general policy on appearance and dress codes.
- Clarifies that commission of one of the seven deadly sins can result in unpaid administrative leave, and includes a reference to possible due process rights for some employees.

Overview of Substantive Revisions (cont.)

- Significant, but not very substantive, changes to the section on performance evaluations.
 - Indicates that it is the City's goal to provide employees with performance evaluations.
 - Makes it more clear that the supervisor and employee do not need to agree on the plan.
 - Takes out a reference to a formal meeting, and instead says that the supervisor will meet with the employee at the time that it is established, again at some point during the review period and at the conclusion of the review period.

Overview of Substantive Revisions (cont.)

- Reflects the move of the EAP from DHR to HSS.
- Retirement section was updated to reflect recent Charter changes.
- The leaves of absence section was significantly and substantively revised:
 - Clarifies what constitutes improper sick leave usage.
 - Updates to the section on FMLA leave.
 - Includes a number of other leaves, including bone marrow donor leave, union representative leave, etc.

Overview of Substantive Revisions (cont.)

- The section on health benefits was changed:
 - Gives notice to employees that there may be federal tax implications if they register a domestic partner, same sex spouse or their children.
 - Puts them on notice that they are required to notify HSS if a dependent becomes no longer eligible for coverage by virtue of a divorce, separation or dissolution of domestic partnership.
 - Makes it clear that failure to sign up for health benefits within the 30-day window will result in no access to health coverage until the next open enrollment.
 - Updates to other benefits and Medicare enrollment requirements.

Overview of Substantive Revisions (cont.)

- Policy on workplace violence was made consistent with the Commission's policy, and now states that the City will not tolerate any threats or acts of violence against our employees.
- The section on health benefits was changed:
 - Gives notice to employees that there may be federal tax implications if they register a domestic partner, same sex spouse or their children.
 - Puts them on notice that they are required to notify HSS if a dependent becomes no longer eligible for coverage.
 - Makes it clear that failure to sign up for health benefits within the 30-day window will result in no access to health coverage until the next open enrollment.
 - Updates to other benefits and Medicare enrollment requirements.

Overview of Substantive Revisions (cont.)

- The Employee Obligation section was significantly and substantively revised.
 - Used to say you could not participate in an employment decision involving a relative. Now says that you cannot make, participate in making or seek to influence any employment decision involving anyone with whom you have a familial or romantic relationship.
 - Also requires employees to notify their supervisor if they become romantically involved with another employee in the workplace over whom they have the authority to take or recommend any employment action.
 - Says supervisors should avoid the appearance of nepotism or favoritism.

Overview of Substantive Revisions (cont.)

- Changes to the Employee Obligation section (continued):
 - Requires employees to treat other employees and members of the public with courtesy and respect.
 - Clarifies the policies regarding political activities.
 - Makes very clear that the use of any City property—including time for which the employee is being compensated, the internet and the email system—is prohibited for ANY non-City business.
 - Also puts employees on notice that we may monitor their internet and email usage.

Overview of Substantive Revisions (cont.)

- Changes to the Employee Obligation section (continued):
 - New sections on gift limitations, the SIAs and outside employment.
 - The section on DSW talks about employees' responsibility for responding to the robo-call with reporting instructions during an emergency.
 - Includes a provision that employees who violate the Vehicle Code or any City policy while in a City vehicle can subject them to discipline.

Questions

- Again, please carefully review the redlined changes.
- We recommend you review the redline with employees as well so that they can see the changes.
- Departments are required to designate a representative to answer any questions an employee may have.
- If you have questions about the changes, you may contact Jennifer Johnston at (415) 557-4932 or Jennifer.Johnston@sfgov.org.