

Policy on Family and Romantic Relationships at Work

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Koret Auditorium





Agenda

- Purpose of City Policy
- Policy Review
- Scenarios
- Implementation & Next Steps

CITY POLICY PURPOSE

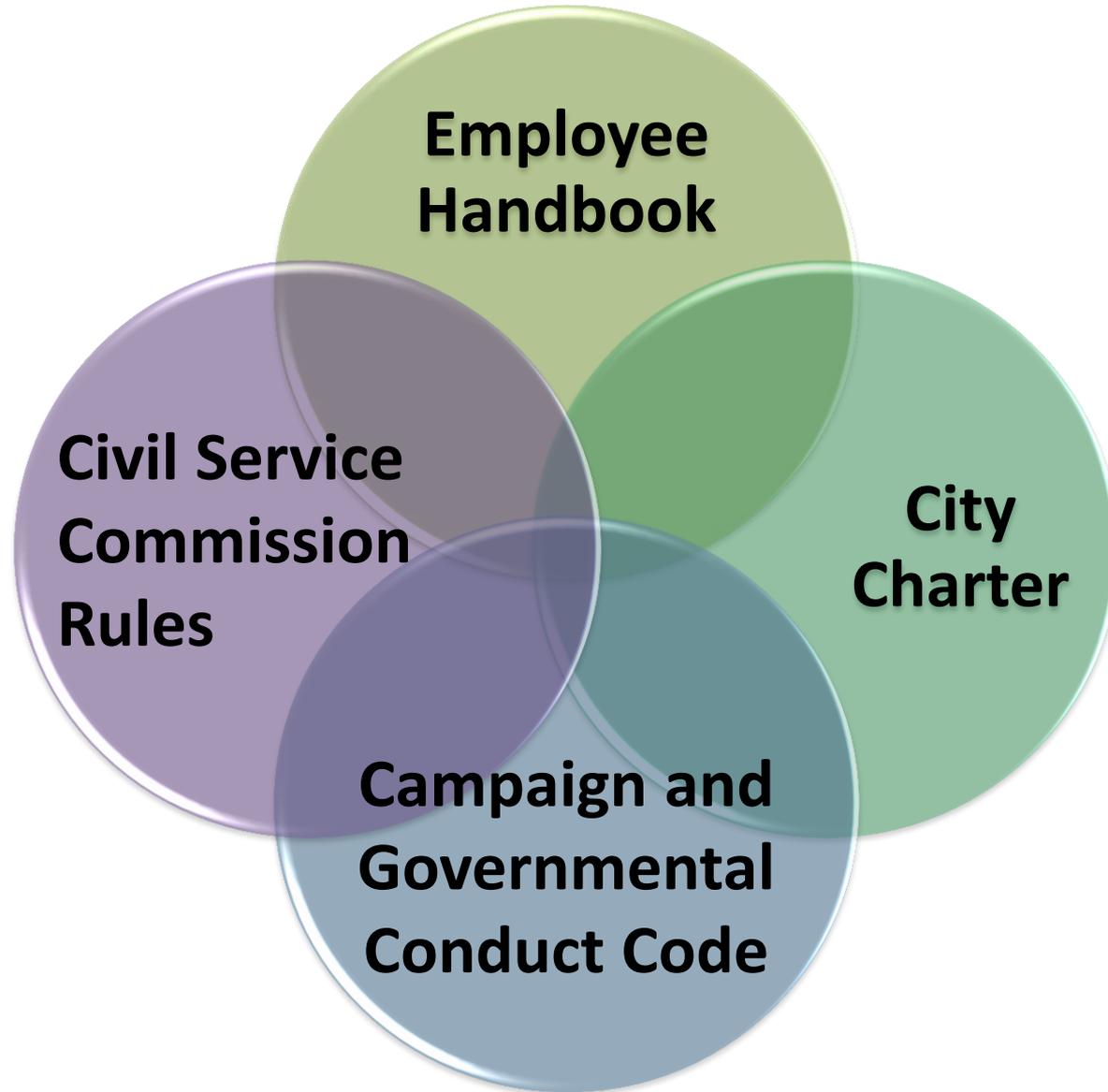
A workplace where employees maintain clear boundaries between family, personal, and work relationships leads to an environment that:

- Is fair, equitable, and safe;
- Promotes high employee morale; and
- Ensures trust in the City's merit-based employment system.

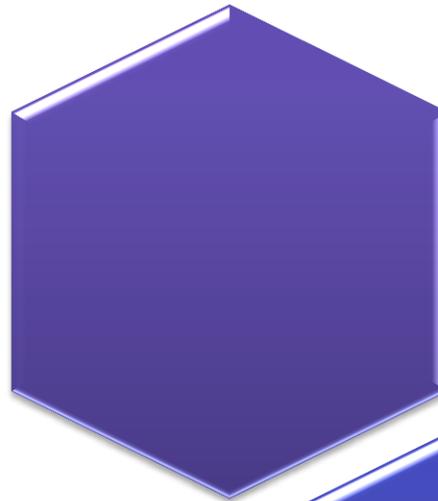




Current Policies & Regulations



Why update?



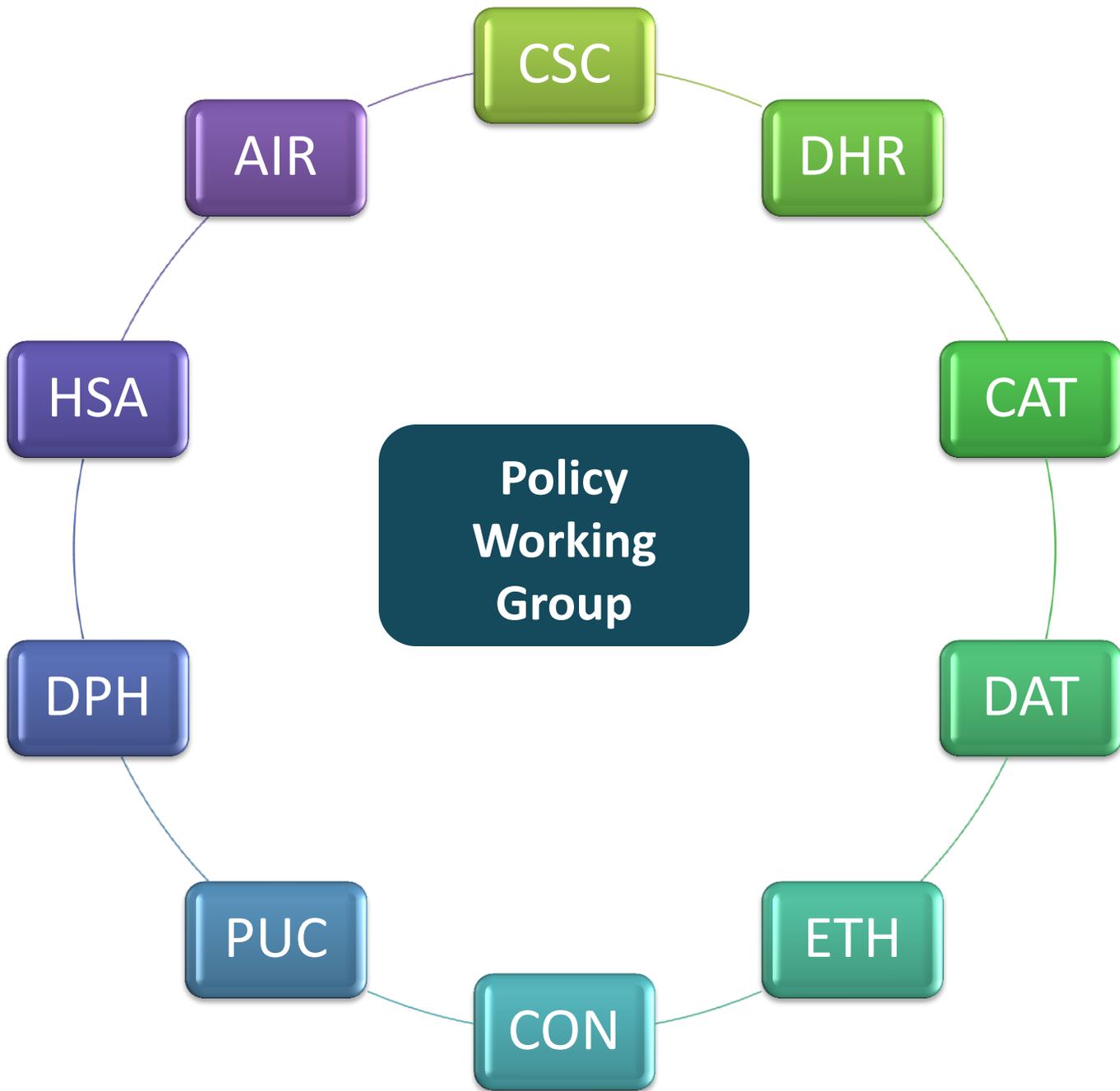
Employee reporting requirements?



How should a department respond?



Who apply to?





Policy Adoption

- Presented to Civil Service Commission
December 2016
- CSC met with interested stakeholders
January 2017
- CSC adopted policy February 6, 2017

POLICY REVIEW

Employees may not make, participate in making, or influence any employment decision involving a related person





Employment Decision



Related Person



Direct Supervision



Indirect Supervision



Employment Decisions

Hiring, promoting, transferring, or re-assignment

Interview panel

Civil service exam

Administrative investigation or discipline

Assigning work

Performance appraisals

Approving overtime or any other compensated time

Approving leave

Permission to attend a work-related event

Approving reimbursements

Applicability



Employees



City officers



Elected officials



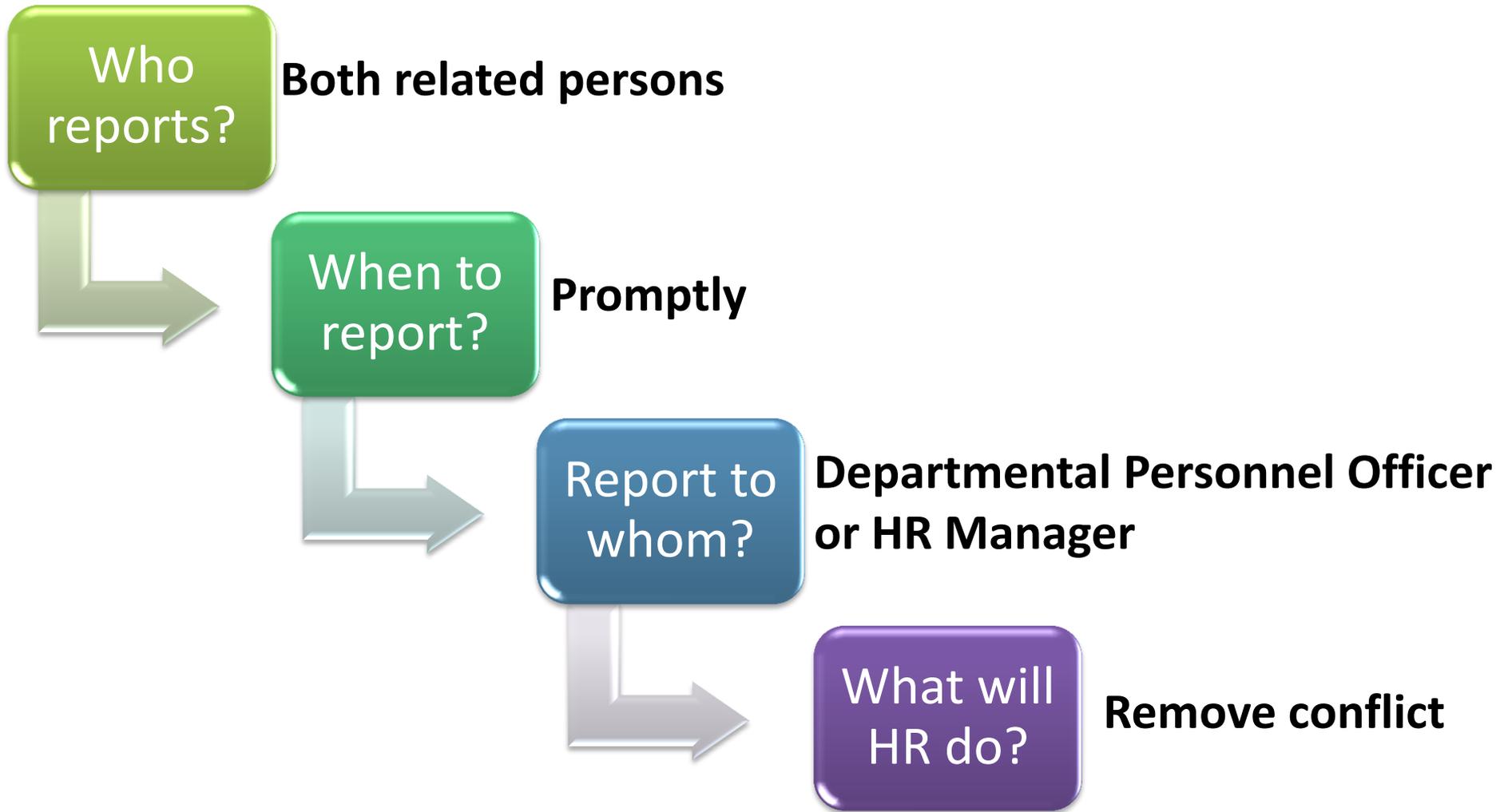
Interns



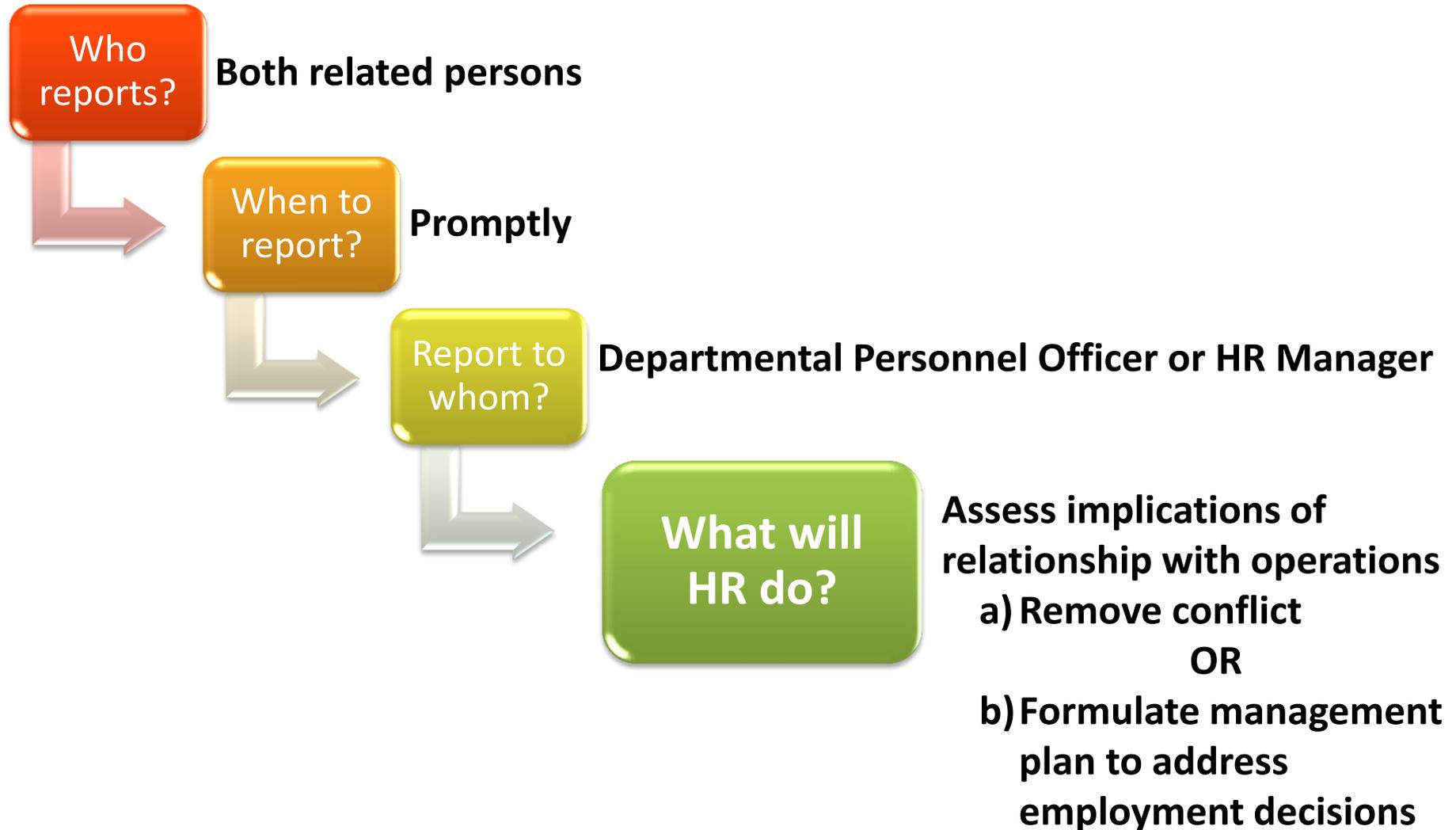
Volunteers

REPORTING & COMPLIANCE

Direct Supervision



Indirect Supervision



Management plans must address:



Ensure supervisor does not participate in employment decisions

SCENARIOS

1. Read scenario

2. Discuss policy implications

3. Decide HR rep's course of action



Scenario 1: John & Sally

READ

John and Sally are both custodial supervisors at SFMTA, and are married. John works the day shift, and Sally works the swing shift. They each supervise a group of five custodians, and both report directly to Maria, Manager of Custodial Services. Maria approves all time off and overtime requests for custodians, and custodial supervisors (including John and Sally).



Discuss

- Is John and Sally's relationship covered by the policy?
- If so, should SFMTA take steps to manage this relationship?
- If so, what steps?



Decide

- There is no supervisory relationship between John and Sally
- Not covered by the policy
- No action needed



Scenario 2: John & Sally

John and Sally divorce. Six months following their divorce Maria goes on leave for one year and appoints Sally Acting Manager of Custodial Services in her absence.



- Is this relationship covered by the policy?
- If so, should SFMTA take steps to manage this relationship?
- What are those steps?





Scenario 2: John & Sally

- John and Sally divorced within 2 years
- Direct supervision violates policy
- Action needed:
 - John and Sally report relationship to HR manager
 - HR manager works with operations to remove conflict



Decide



Scenario 3: Vicki & Jenny

READ

Victoria and Jenny are best friends. They have known each other since college and now they are coworkers at the Department of Public Health. Victoria was recently promoted and now directly supervises Jenny



- Is this relationship covered by the Policy?
- If so, should DPH take steps to manage this relationship?
- What are those steps?



- Direct or indirect supervision of a friend does not violate this policy
- Favoritism is still not allowed and Victoria should be careful to avoid the perception or existence of favoritism towards Jenny
- Supervisors and managers should avoid any appearance of favoritism



Scenario 4: Miles and Lucy

Miles and Lucy have been dating for about three months. Lucy is Miles's indirect supervisor. Miles decides to report their relationship to their HR representative, Angelica. But when Angelica asks Lucy about the relationship, she denies it exists.



- How should Angelica move forward?





Decide

- Angelica should conduct investigation
- If she determines Lucy and Miles in relationship, she should:
 - Remind Lucy of her obligation to report
 - Assess workplace implications of relationship to determine:
 - If she can remove supervision, or
 - Put management plan in place to address all employment decisions
- If related person refuses to report relationship or does not cooperate with investigation, he or she may be subject to discipline

IMPLEMENTATION



Timeline & Next Steps

- Policy adopted Feb. 6, 2017
- Enforcement begins July 1, 2017
- DHR and CSC conduct outreach
 - Model management plan
 - Employee one-pager
- Departments remove any conflicts