

1 [Administrative Code - Family Friendly Workplace Ordinance]

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3 **Ordinance amending the Administrative Code to allow San Francisco-based employees**  
4 **to request flexible or predictable working arrangements to assist with care giving**  
5 **responsibilities, subject to the employer's right to deny a request based on business**  
6 **reasons; prohibit adverse employment actions based on caregiver status; prohibit**  
7 **interference with rights or retaliation against employees for exercising rights under the**  
8 **Ordinance; require employers to post a notice informing employees of their rights**  
9 **under the Ordinance; require employers to maintain records regarding compliance with**  
10 **the Ordinance; authorize enforcement by the Office of Labor Standards Enforcement,**  
11 **including the imposition of remedies and penalties for a violation and an appeal**  
12 **process for an employer to an independent hearing officer; authorize waiver of the**  
13 **provisions of the Ordinance in a collective bargaining agreement; and making**  
14 **environmental findings.**

15 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
16 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
17 **Deletions to Codes** are in ~~*strikethrough italics Times New Roman font*~~.  
18 **Board amendment additions** are in double-underlined Arial font.  
19 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
20 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
21 subsections or parts of tables.

22 Be it ordained by the People of the City and County of San Francisco:

23 Section 1. Environmental Findings. The Planning Department has determined that the  
24 actions contemplated in this ordinance comply with the California Environmental Quality Act  
25 (California Public Resources Code Sections 21000 et seq.). Said determination is on file with  
the Clerk of the Board of Supervisors in File No. 130785 and is incorporated herein by  
reference.

1  
2 Section 2. The Administrative Code is hereby amended by adding Chapter 12Z, to  
3 read as follows:

4 **CHAPTER 12Z. SAN FRANCISCO FAMILY FRIENDLY WORKPLACE ORDINANCE**

5 Sec. 12Z.1 Title.

6 Sec. 12Z.2 Findings.

7 Sec. 12Z.3 Definitions.

8 Sec. 12Z.4 Right to Request Flexible or Predictable Working Arrangement.

9 Sec. 12Z.5 Response to Request for Flexible or Predictable Working  
10 Arrangement.

11 Sec. 12Z.6 Request for Reconsideration by Employee from the Denial of Request  
12 for Flexible or Predictable Working Arrangement.

13 Sec. 12Z.7 Exercise of Rights and Caregiver Status Protected; Retaliation  
14 Prohibited.

15 Sec. 12Z.8 Notice and Posting Requirements for Employers.

16 Sec. 12Z.9 Employer Records.

17 Sec. 12Z.10 Implementation and Enforcement.

18 Sec. 12Z.11 Exemption of Certain Job Classifications Pertaining to Public Health  
19 and Public Safety.

20 Sec. 12Z.12 Waiver through Collective Bargaining.

21 Sec. 12Z.13 Other Legal Requirements.

22 Sec. 12Z.14 Rulemaking Authority.

23 Sec. 12Z.15 Outreach.

24 Sec. 12Z.4516 Preemption.

25 Sec. 12Z.4617 City Undertaking Limited to Promotion of General Welfare.

1            Sec. 12Z.4718                      Severability.

2  
3            **SEC. 12Z.1. TITLE.**

4            This Chapter shall be known as the "San Francisco Family Friendly Workplace Ordinance."

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6            **SEC. 12Z.2. FINDINGS.**

7            1. Over the last few decades, the demographics of the nation's workforce and the structures of  
8 the nation's families have undergone significant changes. As detailed below, these changes include an  
9 increased number of women in the workforce; fewer households with children that have at least one  
10 parent staying at home full-time; and more single-parent households. As a result of these and other  
11 changes, the demands placed on workers with family responsibilities are greater and more complex  
12 today than they were in an earlier era. As in every American city, San Francisco's workforce and  
13 families have experienced these changes.

14            2. A marked change in the workforce, and consequently in families, is the large increase in  
15 numbers of women who now work outside the home. In 1960, the wife was employed in approximately  
16 26 percent of families. In April 2013, in approximately 68 percent of families, married mothers worked  
17 outside the home.

18            3. Another marked change from an earlier era is that now far fewer households have a parent  
19 who does not work outside the home. Nationally, more than seventy percent of children are raised in  
20 households that are headed by either a working single parent or two working parents. In 1975, a little  
21 more than a third of households with married parents and children had both parents in the workforce.  
22 Now, the figure is approximately two-thirds. In San Francisco in 2010, approximately eighty percent  
23 of parents living with at least one child under the age of five were in the workforce.

1           4. The number of single-parent households has increased substantially, more than doubling  
2 over the last fifty years. Today, at least 15-20 percent of households are single-parent. Approximately  
3 half of all births to women under age 30 are to single mothers.

4           5. Americans are living longer than they ever did, and many families have direct caregiving  
5 responsibilities for elderly parents or other older relatives. Family members serving this caregiving  
6 role face the same work/family pressures as parents with minor children, and when they also have  
7 caregiving responsibilities for minor children, their family burdens in effect are compounded.  
8 Nationally, more than half of persons who provide unpaid care to an adult or to a child with special  
9 needs are employed outside the home, with the large majority of those employees working full time.  
10 Approximately 32,000 San Franciscans who work outside the home live with family members 65 years  
11 and older.

12           6. Many employees who live outside city centers have lengthy commutes to their jobs. Traffic  
13 patterns during rush hour elongate those commutes. At the same time, some employees, especially  
14 those in low-wage jobs, have difficulty reaching their workplaces through public transportation during  
15 off-peak shifts that start in the evening or early morning. Commutes of long duration leave less time  
16 for employees to balance work and caregiving responsibilities. Further, to the extent rigid employment  
17 schedules and the absence of telecommute options for employees contribute to delays attendant to rush-  
18 hour traffic, they heighten the tension between work and family responsibilities that so many workers  
19 face. Moreover, to the extent flexible working hours and telecommuting options will reduce demands  
20 on streets and highways and mass transportation systems during rush hour, San Francisco and the Bay  
21 Area will likely benefit from both an environmental and economic standpoint.

22           7. An employee's actual or perceived status as a caregiver can create workplace and pay  
23 inequities, which often operate to the detriment of women and their families because of the continuing  
24 primary role of women as caregivers in the United States. These problems are most obvious when an  
25 employer refuses to hire an employee because of that person's family or other caregiving

1 responsibilities. Legal protection of caregivers against such arbitrary acts does not currently exist.  
2 But pay inequity may arise even if an employer does not consciously intend to place workers at a  
3 disadvantage because of their actual or perceived status as caregivers. For example, employees with  
4 caregiving responsibilities may be channeled into or may themselves gravitate toward lower-paying  
5 assignments or career paths that they or their employer view as more compatible with family needs.  
6 Employees may temporarily drop out of the workforce because there is insufficient workplace  
7 flexibility, and when they return to the workforce they may be unable to catch up to the pay rates of  
8 employees performing the same or similar work who did not leave.

9 8. The current cultural climate within many businesses idealizes the employee who works full-  
10 time and long hours, is available for extra work hours on short notice, and has few if any commitments  
11 outside of work that would take precedence over work responsibilities. These values are based in large  
12 part on a traditional, gendered division of labor. Historically, men could comply with these idealized  
13 worker norms because women performed full-time childcare and domestic duties. Yet, while women's  
14 participation in the paid labor market is now widespread, women continue to take on childcare and  
15 household duties, do the lion's share of housework, provide the majority of physical and emotional care  
16 for children, and take time off to care for sick family members and to attend to other family needs.

17 9. Many employers expect that employees will outsource childcare and other caregiving  
18 responsibilities, without considering that such costs may constitute an unsustainable proportion of  
19 family income relative to other expenses. Other employers expect family members of the employee to  
20 assume childcare and other caregiving responsibilities, without considering that such family members  
21 may not exist, or may themselves have work responsibilities that foreclose their assuming these  
22 functions.

23 10. In response to the needs of the modern workforce, some employers have instituted flexible  
24 work arrangements that alter the time or place at which work is conducted, or the amount of work that  
25 is conducted, to allow employees to more easily meet the needs of both work and family life. But even

1 when employers offer flexible workplace arrangements, employees may not avail themselves of such  
2 arrangements for reasons such as stigma and lack of consistent consideration of such requests.  
3 Employees who seek flexible work arrangements may endure a “flexibility bias” or “flexibility stigma”  
4 in which they are discredited and devalued in the workplace. Aware of this problem, some employees  
5 forego flexible work opportunities. And many employees do not have such opportunities, because many  
6 employers do not systematically offer or consider requests for flexible working arrangements but  
7 instead, leave requests from employees to the discretion of an individual manager, or do not even allow  
8 consideration of such requests. This voluntary patchwork system of accommodating employees’ needs  
9 for flexible working arrangements falls far short of meeting those needs.

10 11. While a broad range of employees are adversely affected by rigid work and schedule  
11 arrangements, some categories of workers are hit harder than others. Workers who lack access to  
12 flexible work schedules are disproportionately low-wage workers, female workers, and workers of  
13 color. Employees with a college degree are nearly twice as likely to be able to change their schedules  
14 than those with less than a high school degree.

15 12. Experience with laws in other countries to increase workplace flexibility has been  
16 overwhelmingly positive. Workplace flexibility has been shown to benefit employers and employees, as  
17 well as the environment. In recent years, the United Kingdom, Australia, Northern Ireland, and New  
18 Zealand have pioneered model workplace laws that grant parent and caregiver workers the right to  
19 request flexible working arrangements. In Great Britain, in the first year after implementing the right  
20 to request, a million parents came forward, and nearly all requests were granted with little opposition  
21 on the part of employers. The experiences of these countries have been so successful that some  
22 countries are expanding their laws from parents and caregivers to all employees. Already in Belgium,  
23 France and the Netherlands, flexible workplace arrangements are open to all employees and are not  
24 targeted to employees with childcare or caregiving responsibilities.

1           13. Perhaps in part because of these progressive laws in other countries, and in part due to a  
2 shortage or lack of family-friendly employment policies in the United States, the percentage of working-  
3 age American women in the workforce has been on the decline relative to other developed countries.  
4 For American women, the tension between workplace demands and caregiving responsibilities cuts in  
5 both directions. Many women who work are stretched thin on both fronts. And some women forego  
6 work, or work only intermittently, to make it possible for them to serve as family caregivers, but they  
7 and their families suffer economic harm as a result.

8           14. Similar “right to request” legislation at the Federal level was introduced in 2007 by then-  
9 U.S. Senators Edward M. Kennedy, Hillary Clinton and Barack Obama; the same bill has been  
10 introduced three times since 2007, most recently in June 2013. Despite a 2010 White House summit on  
11 this topic, these Congressional attempts have not been successful. Recently, the State of Vermont was  
12 the first jurisdiction in the United States to pass a “right to request” law modeled after the  
13 Congressional bill. A growing number of state and local governments have also passed laws explicitly  
14 prohibiting discrimination based on caregiver status.

15           15. Studies indicate that providing employees with access to flexible work arrangements  
16 reduces the conflicts many face between their work responsibilities and their family obligations, with  
17 the effect of enhancing employee satisfaction and morale and overall well-being, possibly even to the  
18 point of reducing mental health problems among employees.

19           16. Flexible work arrangements also benefit businesses at minimal cost. Implementing  
20 workplace flexibility helps businesses attract and retain key talent, increase employee retention and  
21 reduce turnover, reduce overtime needs, reduce absenteeism, and enhance employee productivity,  
22 effectiveness, and engagement. Further, according to the President’s Council of Economic Advisors,  
23 as more businesses adopt flexibility practices, the benefits to society, in the form of reduced traffic,  
24 improved employment outcomes, and more efficient allocation of employees to employers, may even be  
25 greater than the gains to individual businesses and employees.

1  
2 **SEC.12Z.3. DEFINITIONS.**

3 For purposes of this Chapter, the following definitions apply.

4 "Agency" means the Office of Labor Standards Enforcement or any successor department or  
5 office.

6 "Caregiver" means an Employee who is a primary contributor to the ongoing care of any of  
7 the following:

8 (1) A Child or Children for whom the Employee has assumed parental responsibility.

9 (2) A person or persons with a Serious Health Condition in a Family Relationship with  
10 the Caregiver.

11 (3) A parent age 65 or over of the Caregiver.

12 "Child" and "Children" mean a biological, adopted, or foster child, a stepchild, a legal ward,  
13 or a child of a person standing in loco parentis to that child, who is under 18 years of age.

14 "City" means the City and County of San Francisco.

15 "Director" means the Director of the Office of Labor Standards Enforcement or his or her  
16 designee.

17 "Employee" means any person who is employed within the geographic boundaries of the City  
18 by an Employer, including part-time employees. "Employee" includes a participant in a Welfare-to-  
19 Work Program when the participant is engaged in work activity that would be considered  
20 "employment" under the federal Fair Labor Standards Act, 29 U.S.C. §201 et seq., and any applicable  
21 U.S. Department of Labor Guidelines. "Welfare-to-Work Program" shall include any public assistance  
22 program administered by the Human Services Agency, including but not limited to CalWORKS, and  
23 any successor programs that are substantially similar, that require a public assistance applicant or  
24 recipient to work in exchange for their grant.



1           “Employer” means the City, or any person as defined in Section 18 of the California Labor  
2 Code who regularly employs 20 or more Employees, including an agent of that Employer and  
3 corporate officers or executives who directly or indirectly or through an agent or any other person,  
4 including through the services of a temporary services or staffing agency or similar entity, employ or  
5 exercise control over the wages, hours, or working conditions of an Employee. The term “Employer”  
6 shall also include any successor in interest of an Employer. The term “Employer” shall not include the  
7 state or federal government or any local government entity other than the City.

8           “Family Relationship” means a relationship in which a Caregiver is related by blood, legal  
9 custody, marriage, or domestic partnerships, as defined in San Francisco Administrative Code Chapter  
10 62 or California Family Code Section 297, to another person as a spouse, domestic partner, child,  
11 parent, sibling, grandchild or grandparent.

12           “Flexible Working Arrangement” means a change in an Employee’s terms and conditions of  
13 employment that provides flexibility to assist an Employee with caregiving responsibilities. A Flexible  
14 Working Arrangement may include but is not limited to a modified work schedule, changes in start  
15 and/or end times for work, part-time employment, job sharing arrangements, working from home,  
16 telecommuting, reduction or change in work duties, or part-year employment.

17           “Major Life Event” means the birth of an Employee’s child, the placement with an Employee of  
18 a child through adoption or foster care, or an increase in an Employee’s caregiving duties for a person  
19 with a Serious Health Condition who is in a Family Relationship with the Employee.

20           “Predictable Working Arrangement” means a change in an Employee’s terms and conditions of  
21 employment that provides scheduling predictability to assist that Employee with caregiving  
22 responsibilities.

23           “Serious Health Condition” means an illness, injury, impairment, or physical or mental  
24 condition that involves either of the following:

- 25           (1) Inpatient care in a hospital, hospice, or residential health care facility.

1                    (2) Continuing treatment or continuing supervision by a health care provider.

2                    "Work Schedule" means those days and times within a work period that an Employee is  
3 required by an Employer to perform the duties of his or her employment for which he or she will  
4 receive compensation.

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6                    **SEC. 12Z.4. RIGHT TO REQUEST FLEXIBLE OR PREDICTABLE WORKING**  
7 **ARRANGEMENT.**

8                    (a) An Employee who has been employed with an Employer for six months or more and  
9 works at least eight hours per week on a regular basis may request a Flexible or Predictable Working  
10 Arrangement to assist with caregiving responsibilities for 1) a Child or Children for whom the  
11 Employee has assumed parental responsibility, 2) a person or persons with a Serious Health Condition  
12 in a Family Relationship with the Employee, or 3) a parent age 65 or older of the Employee. That  
13 request may include, but is not limited to, a change in the Employee's terms and conditions of  
14 employment as they relate to:

15                    \_\_\_\_\_ (1) The number of hours the Employee is required to work;

16                    \_\_\_\_\_ (2) The times when the Employee is required to work;

17                    \_\_\_\_\_ (3) Where the Employee is required to work;

18                    \_\_\_\_\_ (4) Work assignments or other factors; or

19                    \_\_\_\_\_ (5) Predictability in a Work Schedule.

20                    (b) Any request submitted to the Employer under this Section shall be in writing and  
21 specify the arrangement applied for, the date on which the Employee requests that the arrangement  
22 becomes effective, and the duration of the arrangement, and explain how the request is related to  
23 caregiving.

24                    (c) An Employer may require verification of caregiving responsibilities as part of the  
25 request.

1           (d) An Employee may make the initial request verbally, after which the Employer shall,  
2 either in writing or verbally, refer the Employee to the posting required by Section 12Z.8 and instruct  
3 the Employee to prepare a written request under subsection (b).

4           (e) A request made under this Section may be made twice every twelve months, unless the  
5 Employee experiences a Major Life Event, in which case the Employee may make, and the Employer  
6 must consider, an additional request.

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8           **SEC. 12Z.5. RESPONSE TO REQUEST FOR FLEXIBLE OR PREDICTABLE WORKING**  
9 **ARRANGEMENT.**

10           (a) An Employer to whom an Employee submits a request under Section 12Z.4 must meet  
11 with an Employee requesting a Flexible or Predictable Working Arrangement within 21 days of the  
12 request.

13           (b) An Employer must consider and respond to an Employee's request for a Flexible or  
14 Predictable Working Arrangement in writing within 21 days of the meeting required in subsection (a).  
15 The deadline in this Section may be extended by agreement with the Employee confirmed in writing.

16           (c) An Employer may grant or deny a request for Flexible or Predictable Working  
17 Arrangement. An Employer who grants the request shall confirm the arrangement in writing to the  
18 Employee. An Employer who denies a request must explain the denial in a written response that sets  
19 out a bona fide business reason for the denial, notifies the Employee of the right to request  
20 reconsideration by the Employer under Section 12Z.6, and includes a copy of the text of that Section.

21 Bona fide business reasons may include but are not limited to, the following:

22           (1) The identifiable cost of the change in a term or condition of employment requested  
23 in the application, including but not limited to the cost of productivity loss, retraining or hiring  
24 Employees, or transferring Employees from one facility to another facility.

25           (2) Detrimental effect on ability to meet customer or client demands.

1                   (3) Inability to organize work among other Employees.

2                   (4) Insufficiency of work to be performed during the time the Employee proposes to  
3 work.

4                   (d) Either an Employer or an Employee may revoke an applicable Flexible or Predictable  
5 Working Arrangement with 14 days written notice to the other party; if either party so revokes, the  
6 Employee may submit a request for a different Flexible or Predictable Working Arrangement and the  
7 Employer must respond to that request as set forth in Sections 12Z.5 and 12Z.6. Each time an  
8 Employer revokes a Flexible or Predictable Working Arrangement, an Employee may make an  
9 additional request than the allowable number per year under Section 12Z.4(e).

10                  (e) For an Employer who grants a Predictable Working Arrangement, if the Employer has  
11 insufficient work for the Employee during the period of the Predictable Working Arrangement, nothing  
12 in this Ordinance requires the Employer to compensate the Employee during such period of insufficient  
13 work.

14  
15                   **SEC. 12Z.6. REQUEST FOR RECONSIDERATION BY EMPLOYEE FROM THE**  
16 **DENIAL OF REQUEST FOR FLEXIBLE OR PREDICTABLE WORKING ARRANGEMENT.**

17                  (a) An Employee whose request for Flexible or Predictable Working Arrangement has been  
18 denied may submit a request for reconsideration to the Employer in writing within 30 days of the  
19 decision.

20                  (b) If an Employee submits a request for reconsideration under this Section, the Employer  
21 must arrange a meeting to discuss this request to take place within 21 days after receiving the notice of  
22 the request.

23                  (c) The Employer must inform the Employee of the Employer's final decision in writing  
24 within 21 days after the meeting to discuss the request for reconsideration. If the request for  
25

1 reconsideration is denied, this notice must explain the Employer's bona fide business reasons for the  
2 denial.

3  
4 **SEC. 12Z.7. EXERCISE OF RIGHTS AND CAREGIVER STATUS PROTECTED;**  
5 **RETALIATION PROHIBITED.**

6 (a) It shall be unlawful for an Employer or any other person to interfere with, restrain, or  
7 deny the exercise of, or the attempt to exercise, any right protected under this Chapter.

8 (b) It shall be unlawful for an Employer to discharge, threaten to discharge, demote,  
9 suspend, or otherwise take adverse employment action against any person on the basis of Caregiver  
10 status or in retaliation for exercising rights protected under this Chapter. Such rights include but are  
11 not limited to:

12 (1) the right to request a Flexible or Predictable Working Arrangement under this  
13 Chapter;

14 (2) the right to request reconsideration of the denial of a request for a Flexible or  
15 Predictable Working Arrangement under this Chapter;

16 (3) the right to file a complaint with the Agency alleging a violation of any provision of  
17 this Chapter;

18 (4) the right to inform any person about an Employer's alleged violation of this  
19 Chapter;

20 (5) the right to cooperate with the Agency or other persons in the investigation or  
21 prosecution of any alleged violation of this Chapter;

22 (6) the right to oppose any policy, practice, or act that is unlawful under this Chapter;  
23 or

24 (7) the right to inform any person of his or her rights under this Chapter.  
25

1                   **SEC. 12Z.8. NOTICE AND POSTING REQUIREMENTS FOR EMPLOYERS.**

2                   (a) The Agency shall, by the operative date of this Chapter, publish and make available to  
3 Employers, in all languages spoken by more than 5% of the San Francisco workforce, a notice suitable  
4 for posting by Employers in the workplace informing Employees of their rights under this Chapter. The  
5 Agency shall update this notice on December 1 of any year in which there is a change in the languages  
6 spoken by more than 5% of the San Francisco workforce. In its discretion, the Agency may combine the  
7 notice required herein with the notice required by Section 12R.5(a) and/or 12W.5(a) of the  
8 Administrative Code or any other Agency notice that Employers are required to post in the workplace.

9                   (b) Every Employer shall post in a conspicuous place at any workplace or job site where any  
10 Employee works the notice required by subsection (a). Every Employer shall post this notice in English,  
11 Spanish, Chinese, and any language spoken by at least 5% of the Employees at the workplace or job  
12 site.

13  
14                   **SEC. 12Z.9. EMPLOYER RECORDS.**

15                   Employers shall retain documentation required under this Chapter for a period of three years  
16 from the date of the request for a Flexible or Predictable Working Arrangement, and shall allow the  
17 Agency access to such records, with appropriate notice and at a mutually agreeable time, to monitor  
18 compliance with the requirements of this Chapter. When an issue arises as to an alleged violation of an  
19 Employee's rights under this Chapter, if the Employer has failed to maintain or retain documentation  
20 required under this Chapter, or does not allow the Agency reasonable access to such records, it shall  
21 be presumed that the Employer has violated this Chapter, absent clear and convincing evidence  
22 otherwise.

23  
24                   **SEC. 12Z.10. IMPLEMENTATION AND ENFORCEMENT.**

25                   (a) Administrative Enforcement.

1           (1) The Agency is authorized to take appropriate steps to enforce this Chapter and  
2 coordinate enforcement of this Chapter. The Agency may investigate possible violations of this  
3 Chapter. Where the Agency has reason to believe that a violation has occurred, it may order any  
4 appropriate temporary or interim relief to mitigate the violation or maintain the status quo pending  
5 completion of a full investigation or hearing. The Agency's finding of a violation may not be based on  
6 the validity of the Employer's bona fide business reason for denying an Employee's request for a  
7 Flexible or Predictable Working Arrangement. Instead, the Agency's review shall be limited to an  
8 Employer's adherence to procedural, posting and documentation requirements, set forth in this  
9 Chapter, as well as the validity of any claims under Section 12Z.7.

10           (2) Where the Agency determines that a violation has occurred, it may issue a  
11 determination and order any appropriate relief, provided, however, that during the first twelve months  
12 following the operative date of this Chapter, the Agency must issue warnings and notices to correct.  
13 Thereafter, the Agency may impose an administrative penalty up to \$50.00 requiring the Employer to  
14 pay to each Employee or person whose rights under this Chapter were violated for each day or portion  
15 thereof that the violation occurred or continued.

16           (3) Where prompt compliance is not forthcoming, the Agency may take any  
17 appropriate enforcement action to secure compliance, including initiating a civil action pursuant to  
18 Section 12Z.10(b). In order to compensate the City for the costs of investigating and remedying the  
19 violation, the Agency may also order the violating Employer or person to pay to the City a sum of not  
20 more than \$50.00 for each day or portion thereof and for each Employee or person as to whom the  
21 violation occurred or continued. Such funds shall be allocated to the Agency and used to offset the  
22 costs of implementing and enforcing this Chapter.

23           (4) An Employee or other person may report to the Agency any suspected violation  
24 of this Chapter, but if an Employee is reporting a violation pertaining to that Employee's own request  
25 for Flexible or Predictable Working Arrangement, that Employee must first have submitted a request

1 for reconsideration to the Employer under Section 12Z.6. The Agency shall encourage reporting  
2 pursuant to this subsection by keeping confidential, to the maximum extent permitted by applicable  
3 laws, the name and other identifying information of the Employee or person reporting the violation;  
4 provided, however, that with the authorization of such person, the Agency may disclose his or her name  
5 and identifying information as necessary to enforce this Chapter or for other appropriate purposes.  
6 The filing of a report of a suspected violation by an Employee does not create any right of appeal to the  
7 Agency by the Employee; based on its sole discretion, the Agency may decide whether to investigate or  
8 pursue a violation of this Chapter.

9 (5) In accordance with the procedures described in Section 12Z.14, the Director  
10 shall establish rules governing the administrative process for determining and appealing violations of  
11 this Chapter. The rules shall include procedures for:

12 (A) providing the Employer with notice that it may have violated this Chapter;

13 (B) providing the Employer with a right to respond to the notice;

14 (C) providing the Employer with notice of the Agency's determination of a  
15 violation; and

16 (D) providing the Employer with an opportunity to appeal the Agency's  
17 determination to a hearing officer, not employed by the Agency, who is appointed by the City  
18 Controller or his or her designee.

19 (6) If there is no appeal of the Agency's determination of a violation, that determination  
20 shall constitute the City's final decision. An Employer's failure to appeal the Agency's determination  
21 of a violation shall constitute a failure to exhaust administrative remedies, which shall serve as a  
22 complete defense to any petition or claim brought by the Employer against the City regarding the  
23 Agency's determination of a violation.

24 (7) If there is an appeal of the Agency's determination of a violation, the hearing before  
25 the hearing officer shall be conducted in a manner that satisfies the requirements of due process. In any



1 such hearing, the Agency's determination of a violation shall be considered prima facie evidence of a  
2 violation, and the Employer shall have the burden of proving, by a preponderance of the evidence, that  
3 the Agency's determination of a violation is incorrect. The hearing officer's decision of the appeal  
4 shall constitute the City's final decision. The sole means of review of the City's final decision, rendered  
5 by the hearing officer, shall be by filing in the San Francisco Superior Court a petition for writ of  
6 mandate under Section 1094.5 of the California Code of Civil Procedure. The Agency shall notify the  
7 Employer of this right of review after issuance of the City's final decision by the hearing officer.

8 (b) **Civil Enforcement.** The City may bring a civil action in a court of competent jurisdiction  
9 against the Employer or other person violating this Chapter and, upon prevailing, shall be entitled to  
10 such legal or equitable relief as may be appropriate to remedy the violation including, but not limited  
11 to: reinstatement; back pay; the payment of benefits or pay unlawfully withheld; the payment of an  
12 additional sum as liquidated damages in the amount of \$50.00 to each Employee or person whose  
13 rights under this Chapter were violated for each day such violation continued or was permitted to  
14 continue; appropriate injunctive relief; and, further, shall be awarded reasonable attorneys' fees and  
15 costs.

16 (c) **Interest.** In any administrative or civil action brought under this Chapter, the Agency or  
17 court, as the case may be, shall award interest on all amounts due and unpaid at the rate of interest  
18 specified in subdivision (b) of Section 3289 of the California Civil Code.

19 (d) **Remedies Cumulative.** The remedies, penalties, and procedures provided under this  
20 Chapter are cumulative.

21  
22 **SEC. 12Z.11. EXEMPTION OF CERTAIN JOB CLASSIFICATIONS PERTAINING TO**  
23 **PUBLIC HEALTH AND PUBLIC SAFETY.**

24 (a) An appointing officer may request an exemption from this Chapter from the Director of  
25 Human Resources for certain classifications of City employees working in public health or public

1 safety functions, based upon operational requirements according to criteria developed by the Director  
2 of Human Resources. Such criteria shall promote efficiency and advance public safety or public  
3 health.

4 (b) The Agency, in consultation with the Director of Human Resources, may exempt non-  
5 City Employees working in public safety or public health functions, upon request of those non-City  
6 Employers, based upon operational requirements according to criteria developed by the Agency and  
7 the Director of Human Resources. Such criteria shall promote efficiency and advance public safety or  
8 public health.

9  
10 **SEC. 12Z.12. WAIVER THROUGH COLLECTIVE BARGAINING.**

11 All and any portions of the applicable requirements of this Chapter shall not apply to  
12 Employees covered by a bona fide collective bargaining agreement to the extent that such requirements  
13 are expressly waived in the collective bargaining agreement in clear and unambiguous terms.

14  
15 **SEC. 12Z.13. OTHER LEGAL REQUIREMENTS.**

16 This Chapter provides minimum employment requirements pertaining to Caregivers and  
17 Employees and shall not be construed to preempt, limit, or otherwise affect the applicability of any  
18 other law, regulation, requirement, policy, or standard, or provision of a collective bargaining  
19 agreement, that provides for greater or other rights of or protections for Caregivers or Employees, or  
20 that extends other rights or protections to Employees.

21  
22 **SEC. 12Z.14. RULEMAKING AUTHORITY.**

23 The Director shall have authority to issue regulations or develop guidelines that implement  
24 provisions of this Chapter. Notwithstanding the definition of "Director" in this Chapter, a designee of  
25

1 the Director shall not have authority under the foregoing sentence of this Section; but a designee of the  
2 Director shall have authority to conduct hearings leading to the adoption of regulations or guidelines.

3  
4 **SEC. 12Z.15. OUTREACH.**

5 The Department on the Status of Women and the Office of Labor Standards  
6 Enforcement shall jointly create an outreach and community engagement program to educate  
7 Employees and Employers about their rights and obligations under this Chapter. This  
8 outreach program shall include media, trainings and materials accessible to the diversity of  
9 Employees and Employers in San Francisco.

10  
11 **SEC. ~~12Z.15~~ 12Z.16. PREEMPTION.**

12 Nothing in this Chapter shall be interpreted or applied so as to create any requirement, power,  
13 or duty in conflict with federal or state law.

14  
15 **SEC. ~~12Z.16~~ 12Z.17. CITY UNDERTAKING LIMITED TO PROMOTION OF GENERAL**  
16 **WELFARE.**

17 In enacting and implementing this Chapter, the City is assuming an undertaking only to  
18 promote the general welfare. The City is not assuming, nor is it imposing on its officers and employees,  
19 an obligation for breach of which it is liable in money damages to any person who claims that such  
20 breach proximately caused injury. This Chapter does not create a legally enforceable right against the  
21 City.

22  
23 **SEC. ~~12Z.17~~ 12Z.18. SEVERABILITY.**

24 If any of the parts or provisions of this Chapter (including sections, subsections, sentences,  
25 clauses, phrases, words, numbers) or the application thereof to any person or circumstance is held

1 invalid or unconstitutional by a decision of a court of competent jurisdiction, the remainder of this  
2 Chapter, including the application of such part or provisions to persons or circumstances other than  
3 those to which it is held invalid, shall not be affected thereby and shall continue in full force and effect.  
4 To this end, the provisions of this Chapter are severable.


5  
6 Section 3. Effective and Operative Dates.

7 (a) Effective Date. This ordinance shall become effective 30 days after enactment.  
8 Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance  
9 unsigned or does not sign the ordinance within ten days of receiving it, or the Board of  
10 Supervisors overrides the Mayor's veto of the ordinance.

11 (b) Operative Date. This ordinance shall become operative on January 1, 2014 and  
12 shall have prospective effect only.

13  
14 APPROVED AS TO FORM:  
15 DENNIS J. HERRERA, City Attorney

16 By:

17   
18 JON GIVNER  
19 Deputy City Attorney

20 n:\legana\as2013\1300455\00874780.doc



# City and County of San Francisco

## Tails Ordinance

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 130785

**Date Passed:** October 08, 2013

Ordinance amending the Administrative Code to allow San Francisco-based employees to request flexible or predictable working arrangements to assist with care giving responsibilities, subject to the employer's right to deny a request based on business reasons; prohibit adverse employment actions based on caregiver status; prohibit interference with rights or retaliation against employees for exercising rights under the Ordinance; require employers to post a notice informing employees of their rights under the Ordinance; require employers to maintain records regarding compliance with the Ordinance; authorize enforcement by the Office of Labor Standards Enforcement, including the imposition of remedies and penalties for a violation and an appeal process for an employer to an independent hearing officer; authorize waiver of the provisions of the Ordinance in a collective bargaining agreement; and making environmental findings.

September 23, 2013 Land Use and Economic Development Committee - AMENDED

September 23, 2013 Land Use and Economic Development Committee - RECOMMENDED  
AS AMENDED

October 01, 2013 Board of Supervisors - PASSED, ON FIRST READING

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener  
and Yee

October 08, 2013 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener  
and Yee

File No. 130785

I hereby certify that the foregoing  
Ordinance was FINALLY PASSED on  
10/8/2013 by the Board of Supervisors of the  
City and County of San Francisco.



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Angela Calvillo  
Clerk of the Board



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Mayor

OCTOBER 9, 2013

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Date Approved