



YOUTH EMPLOYMENT PROGRAM RECREATION AND PARK INFORMATION PACKET

THE ATTACHED DOCUMENT PACKET IS FOR YOUR REVIEW AND INFORMATION.

YOU ARE REQUIRED TO SIGN THE “APPOINTMENT PROCESSING CHECKLIST” CONFIRMING THAT YOU HAVE REVIEWED THE ATTACHED DOCUMENTATION.



CITY AND COUNTY OF SAN FRANCISCO
 OFFICE OF THE CONTROLLER
 PAYROLL DIVISION

20  26

GREG WAGNER
 CONTROLLER

CHRISTIE BEETZ
 PAYROLL DIRECTOR

PAYDAY & HOLIDAY CALENDAR

2026 JANUARY 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
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2026 NOVEMBER 2026						
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2026 DECEMBER 2026						
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 PAYDAY  LEGAL HOLIDAY  OBSERVED HOLIDAY  PAY PERIOD END DATE



NOTICE TO EMPLOYEES OF THE RECREATION AND PARK DEPARTMENT

ASBESTOS IN BUILDINGS

In January of 1989, Assembly Bill 3713 was signed into law and added to the California Health and Safety Code. This bill provides for written notice to employees concerning specific matters related to working in a building with asbestos-containing construction materials. It applies to buildings built before 1979 where the owner knows that the building contains asbestos-containing materials; it does not require that a building be surveyed to determine the presence of asbestos.

WHAT IS ASBESTOS?

Asbestos is a naturally occurring group of fibrous minerals which have been used extensively in public buildings, apartment buildings and homes. Asbestos was incorporated into pipe insulation, acoustic plaster, acoustic tile, duct and furnace insulation, floor tiles, textiles and hundreds of other building materials. In most City buildings, asbestos is located in insulation on piping systems, acoustic plaster on ceilings, acoustic ceiling tile, vinyl asbestos floor tiles, and structural fireproofing.

This notification includes the results of any air monitoring or bulk sampling for asbestos that has been conducted in your building during the previous calendar quarter.

WHY IS ASBESTOS HAZARDOUS?

Asbestos is only hazardous when it has been made airborne because of the potential health risks associated with breathing asbestos fibers. It is important for you to know that most people with asbestos-related diseases were asbestos workers before 1972. These workers were repeatedly exposed to high levels of asbestos each working day with little or no protection. Asbestos workers today are required to follow specific work procedures and wear appropriate protection to minimize exposure.

Significant exposure to asbestos fibers can lead to asbestosis and certain forms of cancer. Asbestosis is one of the many dust-related lung diseases. It is associated with chronic exposure to relatively high levels of asbestos and is characterized by the permanent deposition of asbestos fibers in the respiratory tract. The earliest and most prominent clinical finding, breathlessness upon exertion, rarely becomes apparent until after at least a decade of exposure.

In addition to asbestosis, the association of asbestos and lung cancer has been well established over the past two decades. Scientists have studied insulation and shipyard workers who were exposed to HIGH AIRBORNE LEVELS of asbestos. These studies indicated that asbestos workers were about five times as likely to get lung cancer as non asbestos workers who did not smoke. Asbestos workers who also smoke were found to be at much greater risk (about 50 times) of dying of lung cancer than nonsmoking non asbestos workers. Mesothelioma, a rare form of cancer of the chest or abdominal cavity, occurs among occupational groups exposed to certain types of asbestos.

ASBESTOS SAMPLING RESULTS

A [summary of the locations of known asbestos-containing materials](#) or results of air monitoring for asbestos is attached to this notice.

A variety of exposure standards and health action levels have been established for various purposes:

The Occupational Safety and Health Administration (OSHA) asbestos standards (Title 29 of the Code of Federal Regulations), which apply to employees who actually work with asbestos, mandate a permissible exposure limit (PEL) of 0.1 fibers per cubic centimeter of air (f/cc) determined as an 8 hour time-weighted average (TWA) and an excursion limit of 1 f/cc as a 30 minute TWA. When employees are exposed at these levels, OSHA and Cal OSHA (Title 8 of the California Code of Regulations) require medical monitoring and other control methods.

The Environmental Protection Agency (EPA) has recommended a "clearance level" for asbestos of 0.01 f/cc, as measured by phase contrast microscopy (PCM) or 0.02 structures/cc as determined by the transmission electron microscopy (TEM) method



described in 40 CFR Part 763, the Asbestos Hazard Emergency Response Act (AHERA). This means that once an operation involving asbestos (such as a removal) is complete, the area is "safe" for re-occupancy as long as the asbestos air concentrations are less than or equal to the "clearance level". These same levels have also been adopted in the California Education Code (Section 494200.7) as the school abatement clearance level.

The state of California has an additional requirement relating to disclosure of the presence of asbestos. Proposition 65, which was voted into law by the state citizens, basically requires posting of areas where anyone is exposed to a carcinogen at a level where there is a significant risk of cancer. The California Health and Welfare Agency has established this level at 100 fibers of asbestos per day.

GENERAL PROCEDURES AND

HANDLING RESTRICTIONS

As previously stated, the concern is with asbestos fibers in the air. When asbestos materials are in good condition, it is unlikely that fibers will be released into the air, unless the asbestos materials are damaged or disturbed. Asbestos-containing materials must not be disturbed so that fibers do not get into the air. Do not cut into, drill into, nail, or pin anything onto, sand, move, bump, rub against or otherwise disturb any asbestos-containing materials. If you should discover any damaged asbestos-containing material, do not touch it; do not attempt to clean it up. Contact your supervisor or building representative/manager immediately and report the situation.

City employees required to enter areas and perform work activities that might involve the disturbance as asbestos materials have been trained in the proper procedures to minimize exposure. Work that requires major disturbances of asbestos material (such as a removal) is performed under specifications which include work practice procedures, removal techniques, clean up and clearance air sampling.

If any construction, maintenance, or remodeling is conducted in an area of the building where there is the potential for employees to come in contact with, or release or disturb asbestos containing building materials, it is required that the area be posted with a clear and conspicuous warning sign. The warning sign must read:

"CAUTION. ASBESTOS

CANCER AND LUNG DISEASE HAZARD

DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT"

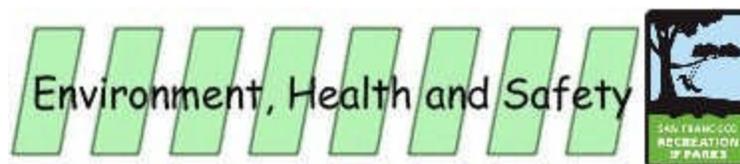
Much of this information may be new to you. If you have questions about asbestos, you may call the Environmental Health Management Section Asbestos Program at 252-3950 to have your questions answered.

This written announcement fulfills the asbestos notification requirement of Division 20, Chapter 10.4, Section 25915 of the California Health and Safety Code (Assembly Bill 3713).

SITE SPECIFIC INFORMATION

The following pages are a summary of asbestos bulk sampling or air monitoring results that have been conducted at

the Recreation and Park Department. Copies of the full sampling reports are available for review and photocopying at McLaren Lodge between the hours of 8:00 A.M. and 5:00 P.M. at the Occupational Environment, Health & Safety office. In general, any inquiries regarding asbestos should be made to the facilities maintenance staff located at the Structural Maintenance Yard (753-7013).



Recreation and Park Department facilities have been surveyed for asbestos-containing materials. Note that if reports were generated prior to 2002, the only information posted will be an Executive Summary, not the entire report. If you want to see a copy of the full report, contact EHS. Clicking on the building name will bring up the PDF for the building survey.

Removal of asbestos-containing materials (ACM) has occurred at many locations. RPD removes damaged ACMs that may cause a potential exposure hazard. In addition, ACMs are removed if they would be disturbed during the course of renovation or demolition. Reports are listed below the building name and are called out by location within the building and approximate date the abatement was performed.

To look for a specific building quickly, use Ctrl-F or the Find function, and enter the name of the facility. Note that all files are in pdf format.

- [3COM Stadium \(Candlestick Park\)](#)
 - Boiler Room - [Abatement Report - June 2007](#)
 - Locker Room - [Abatement Report - July 2009](#)
- [Angler's Lodge](#)
- [Aptos Playground \(Latchkey Program Office\)](#)
- [Argonne Clubhouse](#)
- Asian Art Museum Demolition - [Ambient Air Quality Monitoring Report](#)
- [Balboa Pool](#)
 - [Abatement Report - February 2008](#)
- [Bernal Heights Recreation Center](#)
- [Bowling Green Clubhouse \(Golden Gate Park\)](#)
- [Cabrillo Clubhouse](#)
- [Camp Mather \(cottage/facilities\)](#)
 - Bath House B, Men's and Women's Shower Room Abatement [Report](#) - October 2009
 - Bath House C, Women's Shower Abatement [Report](#) June 2008
 - Bath House C, Men's Shower Abatement [Report](#) September 2008
- [Cayuga Playground Clubhouse](#)
 - Cayuga Clubhouse Roof Removal [Report](#) (4/03)
 - Cayuga Small-Scale Floor Tile Removal [Report](#) (3/04)
- [Children's Carousel \(Golden Gate Park\)](#)
- [Chinese Recreation Center](#)
- [Christopher Clubhouse](#)
- [Civic Center Parking Garage](#)
- [Coffmann Pool](#)
- [Coit Tower](#)

- [Conservatory of Flowers](#)
 - [Asbestos and Lead Abatement Monitoring Report](#) - Phase I, January 30, 2001 (scanned text only)
 - [Asbestos and Lead Abatement Oversight Report](#) - East Wing, December 12, 2001 (executive summary only)
 - [Asbestos and Lead Abatement Oversight Report](#) - Phase IV Dome, December 17, 2002 (executive summary only)
- [County Fair Building \(Hall of Flowers\)](#)
- [Cow Hollow Playground Clubhouse](#)
- [Crocker Amazon Playground Clubhouse](#)
- [Douglass Playground](#)
- [Duboce Park \(Harvey Milk\)](#)
- [Eureka Valley Recreation Center](#)
 - Removal of Asbestos Containing Materials [Report](#) - Electrical Closet & Exterior Restrooms, November 2004
 - Hazardous Materials Abatement [Report](#) - Mezzanine & Roof
 - Removal of Asbestos Containing Roofing - [Report](#) September 2005
- [Excelsior Playground Clubhouse](#)
- Exploratorium Roof Sample [Results](#) - February 2006
- [Fay Residence and Garden](#)
 - Removal of Asbestos Containing Roofing Material [Report](#) - July 2002
- [Fulton Playground Clubhouse](#)
- [Garfield Recreation Center](#)
 - Pipe Insulation Removal [Report](#) - November 2003
- [Glen Park Recreation Center](#)
- Golden Gate Park
 - Bowling Green - Roof Removal [Report](#) - May 2005
 - Carousel Concession Stand
 - Roof Sample [Report](#) - January 2007
 - Roof Abatement [Report](#) - June 2007
 - Golf Course Survey [Report](#)
 - Clubhouse Roof Removal [Report](#) - November 2004
 - Murphy Windmill and Cottage Abatement
 - Northwest Reservoir Roof Removal Abatement [Report](#) - June 2011
 - Park Aid Station - Carpet Mastic Bulk Sample [Results](#) - December 2005
 - Polo Field - S. Training Quarter Restroom Roof Removal [Report](#) - April 2006
 - Rhodie Dell - Roof - Bulk Sample [Results](#) - December 2005
 - Structural Maintenance (3 Offices) - Removal of floor tile [Report](#)
 - Structural Maintenance -
 - Auto Shop - Removal of ACM Office Materials [Report](#) - October 2009
 - Paint Shop - Removal of Roofing [Report](#) - June 2006
 - West Maintenance Shops - Removal of Roofing [Report](#) - March 2007
 - Tennis Pro Shop Survey [Report](#)
 - Various Roofs Asbestos Surveys [Report](#) - June 2004
- [Grattan Playground Clubhouse](#)
- [Hamilton Park Recreation Center](#)
 - Pipe Insulation Removal [Report](#) - November 2003
 - Wall Coating Abatement Monitoring [Report](#) - June 2008
- [Harding Golf Course Clubhouse](#)
- [Harding Golf Course Restaurant](#)
- [Hayes Valley Community Center](#)
- [Helen Crocker Russell Library \(County Fair Building\)](#)

- [Helen Willis Playground Clubhouse](#)
 - Pre-demolition Removal of Asbestos-Containing Materials [Report](#) - July 2004 Clubhouse, Tennis, Baseball and Basketball courts
- [Herz Playground Clubhouse](#)
- [Hunters' Point Gymnasium](#)
- [Jackson Playground Clubhouse](#)
 - Roof Removal [Report](#) - July 2005
- [Japanese Tea Garden Gift Shop](#)
- [Joe DiMaggio Roof Abatement \[Report\]\(#\)](#) - November 2007
- [Joseph Lee Recreation Center](#)
 - Pre-Renovation Abatement [Report](#) - December 2006
- [JP Murphy Playground Clubhouse](#)
- [Julius Kahn Clubhouse](#)
- [Junipero Serra Playground Clubhouse](#)
- [Kezar Pavilion](#)
 - Boiler Room Pipe Insulation Removal [Report](#) - March 2008
 - Heater related Pipe Insulation Removal [Report](#) - November 2005
- [Kezar Stadium Annex Roof Removal \[Report\]\(#\)](#) - July 2009
- [Kimball Playground Clubhouse](#)
- [Lake Merced Boathouse](#)
- [Laurel Hill Playground Clubhouse](#)
- [Lincoln Park Clubhouse](#)
 - Roof Abatement [Report](#) - December 2008
 - Boiler Room Abatement [Report](#) - September 2010
- [Louis Sutter Clubhouse](#)
- [Marina Green, East, Restroom](#)
- [Marina Yacht Harbor, Harbormaster's Office](#)
- [Martin Luther King Jr. Pool](#)
- [McCoppin Square Clubhouse](#)
 - Drywall Removal [Report](#) - December 2006
- [McLaren Lodge](#)
 - Basement TSI Removal [Report](#) - March 2009
 - 1st Floor Hallway - Floor Tile Removal [Report](#) - January 2010
- [McLaren Lodge Annex](#)
Basement - Removal of Asbestos Containing Thermal System Insulation [Report](#) (3/02)
- Conference Room - Removal of Asbestos Containing Ceiling Tiles [Report](#)
- [Midtown Terrace Playground](#)
- [Miraloma Playground Clubhouse](#)
 - Survey [Report](#) - January 1996
 - Roof Removal [Report](#) - August 2011
- [Mission Dolores Clubhouse](#)
- [Mission Pool/Recreation Center](#)
- [Model Boat House, Golden Gate Park](#)
- [Moscone Recreation Center](#)
- [North Beach Pool/Clubhouse](#)
 - Sidewalk Vault, Thermal System Insulation Removal August 2003 [Report](#)
 - Pre-Renovation Abatement November 2004 [Report](#)
- [Nursery \(Golden Gate Park\)](#)
- [Oceanview Recreation Center](#)
- [Palega Kitchen Survey - January 2007](#)

- [Park Emergency Aid Station \(Golden Gate Park\)](#)
- [Peixotto Playground and Nursery School](#)
- [Pine Lake Park Clubhouse](#)
- [Pioneer Log Cabin, Golden Gate Park](#)
- [Porotola Recreation Center](#)
- [Potrero Hill Recreation Center](#)
 - Boiler Room - Thermal System Insulation Removal September 2007 [Report](#)
 - Roof Removal February 2006 [Report](#)
 - Lower Roof Removal June 2007 [Report](#)
- [Presidio Heights Clubhouse](#)
- [Randall Museum](#)
 - Acoustic Ceiling Spot Abatement August 2003 [Report](#)
 - Boiler Room Abatement November 2002 [Report](#)
 - Boiler Room and Basement Abatement February 2003 [Report](#)
 - Plaster Removal in Office of 1st floor near Animal Exhibit Room - March 2009 [Report](#)
- [Richmond Playground](#)
 - Richmond Playground Small-Scale Floor Tile Removal [Report](#) (3/2002)
- [Rochambeau Clubhouse](#)
- [Rolph Playground](#)
 - Abatement Oversight [Report](#) - March 2007
- [Rossi Pool](#)
 - Limited [Survey](#) - February 2011
- [Saint Mary's Recreation Center](#)
- [Sava Pool/Clubhouse](#)
 - Pipe Insulation Removal [Report](#) - November 2003
 - Emergency Boiler Insulation Removal [Report](#) - July 2004
- [Sharp Park Clubhouse](#)
- [Silver Terrace Playground](#)
- [Silver Terrace Playground Bleachers](#)
- [Silver Tree Day Camp](#)
- [Stern Grove Clubhouse \(Trocadero\)](#)
- [Stow Lake Boathouse](#)
- [Sunnyside Recreation Center](#)
 - Floor tile Removal [Report](#) - October 2004
- [Sunset Recreation Center](#)
- [Union Square Parking Garage](#)
- [Upper Noe Recreation Center](#)
- Victoria Manola Draves Park Hazardous Materials Abatement [Report](#) and [Addendum](#) - December 2005
- [Visitacion Valley Playground Clubhouse](#)
- [Wawona Clubhouse](#)
- [West Portal Playground Clubhouse](#)
 - Pre-Renovation Abatement [Report](#), January 2004
- [West Sunset Playground Clubhouse](#)



NOTICE OF CITY EMPLOYEE HANDBOOK UPDATE (2025)

The City and County of San Francisco (“CCSF”) Employee Handbook has been updated. In it you will find details pertaining to updated laws, policies, employee expectations and obligations.

Following is a list of a few items in the CCSF Employee Handbook:

- Equal Employment Opportunity (EEO), How to Get Help and Anti-Retaliation
- Information about City and County Employment, Job Opportunities and Examinations
- Appointment, Referral and Hire, Conviction History Policy
- Performance Plan and Appraisals
- Separation Procedures, Layoffs and Terminations
- Retirement
- Employee Benefits, Flexible Spending Accounts
- Leaves, FMLA
- Workers’ Compensation
- Workplace Violence Prohibited
- Employee Obligations, Drug-Free Workplace
- Use of City Property for Business Purposes Only

The link to the CCSF Employee Handbook is: <https://sfdhr.org/sites/default/files/documents/Forms-Documents/Employee-Handbook.pdf>. If you would like a hard copy of the handbook, please contact Human Resources. Please read through the updated Employee Handbook carefully.

The CCSF Employee Handbook serves as the City’s general guidelines and expectations; however, the Recreation and Park Department’s rules and policies are intended to be more specific. The link to the Department’s Employee Handbook is: https://rpdnet.wpenginpowered.com/wp-content/uploads/RPD-EMPLOYEE-HANDBOOK_Jan2025.pdf you should also refer to your applicable MOU, because certain provisions in the MOU would have precedence over the provisions in the Employee Handbook. The link to the City’s MOU’s is: <https://www.sf.gov/resource/2023/labor-agreements-city-and-county-san-francisco> .

Should you have any questions regarding the Employee Handbook, please call 415-831-2776 or you may email your questions to: Rich.David@sfgov.org.

Recreation and Park Department
Human Resources



SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

NOTICE



Civil Rights
Department
STATE OF CALIFORNIA

Note: Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

YOUR RIGHT TO TAKE TIME OFF

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.
- If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:
 - To take part in safety planning or other actions to help keep you or your family member safe from future violence
 - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence
 - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence
 - To care for a family member recovering from injuries caused by violence
 - To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare
- If you are a victim of violence or the family member of a deceased victim of violence, you can take up to 12 weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to 10 days off work for these reasons, with the exception of relocation, for which you can take up to five days.
- You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.
- You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.

YOUR RIGHT TO CONFIDENTIALITY

- If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.

SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS



Civil Rights
Department
STATE OF CALIFORNIA

NOTICE

YOUR RIGHT TO REASONABLE ACCOMMODATION FOR YOUR SAFETY

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.
- Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION

Your employer cannot discipline you, treat you differently, or fire you because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. **State Disability Insurance (SDI)** provides short-term wage replacement when you are temporarily disabled from working. **Paid Family Leave (PFL)** provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

- **Family and medical leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by visiting bit.ly/CRD-leave. You can file a complaint with CRD if you believe your rights have been violated.
- **Bereavement leave:** Bereavement leave allows eligible employees to take up to five days off work within three months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by visiting bit.ly/CRD-Bereavement. You can file a complaint with CRD if you believe your rights have been violated.
- **Leave to attend court for certain crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting bit.ly/DIR-Retaliation.

TO FILE A COMPLAINT

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

Civil Rights Department

Online at <http://ccrs.civilrights.ca.gov/s/>

By mail at 651 Bannon Street, Suite 200,
Sacramento, CA 95811

By calling 800-884-1684 (voice), 800-700-2320
(TTY), or California's Relay Service at 711



POLICY ON LANGUAGE DIVERSITY

PURPOSE STATEMENT

The City and County of San Francisco's (City) cultural and racial composition and its workforce are among the most diverse in the nation. Therefore, the City reaffirms its Policy on Language Diversity, which fosters acceptance and prevents intergroup tensions as related to the use of languages other than English in the provision of public services and the employment of individuals whose primary language is not English.

The City recognizes that a workforce that speaks languages other than English enhances the services provided to the City's culturally diverse public by providing efficient and accessible public services to its non-English speaking communities.

Additionally, the Equal Access to City Services for Limited English Speakers Ordinance makes it the City's policy to provide equal access to City services to all San Franciscans, including those with limited proficiency in English.

All employees of the City are advised that an employee's use of a language other than English is not only an asset in the provision of public services but, with few exceptions, is a legally protected right.

The City also reaffirms its equal employment opportunity policy that ensures the opportunity for employment of an ethnically and culturally diverse workforce wherein individuals shall enjoy equal application of the terms and conditions of employment, including the right to speak their primary language.

LEGAL REQUIREMENTS

The City's policy complies with the guidelines of the U.S. Equal Employment Opportunity Commission, which state that prohibiting employees from speaking their native language in the workplace may result in unlawful national origin discrimination under Title VII of the Civil Rights Act of 1964 (Title VII).

A rule that requires employees to speak only English at all times may violate Title VII as a burdensome term and condition of employment since the primary language of an employee is often an essential national origin characteristic. Therefore, a department may only have a rule requiring that employees speak only English at certain times where an employer:

1. shows that the rule is justified by business necessity;
2. notifies their employees of the speak-only-English rule and of the general circumstances when speaking only English is required; and
3. notifies employees of the consequences of violating the rule.

There are few circumstances under which a policy will meet the "business necessity" test. Justifications such as "Supervisors can't understand what employees are saying," "English speaking employees suspect that non-English speaking employees are talking about them," and "The policy will enhance the public

image,” are not sufficient to meet the business necessity requirement. Departments must confer with the City Attorney prior to implementing an English-only rule.

DUAL RESPONSIBILITY

Supervisors and line employees have a shared responsibility for maintaining a work environment that is comfortable and productive for everyone. Where co-workers or clients express concerns about employees speaking in a language other than English, supervisors should work toward informally resolving these interpersonal difficulties in a constructive and sensitive manner.

To assure effective communication during emergencies and constructive discussion of assignments, work performance, and work rules, supervisors and employees should expect that any direct communications be conducted in a commonly understood language.

POLICY IMPLEMENTATION

Each department’s Appointing Officer is responsible for implementation of this Policy on Language Diversity. The Human Resources Director is responsible for ensuring compliance with this policy.

Employees and applicants for employment who believe that they have been subjected to unlawful conduct in violation of this policy may file a complaint with the City’s Department of Human Resources, EEO Division (DHR EEO) under the provisions of Civil Service Commission Rules. Instructions on how to file a complaint are available from the DHR EEO Division, located at 1 So. Van Ness Ave., 4th Floor, by calling (415) 557-4900 or (415) 557-4810 (TTY), or the City’s DHR website: www.sfdhr.org. Complaints may also be filed with the California Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC).

DISTRIBUTION OF POLICY

Appointing Officers and/or Department Heads are responsible for assuring that all employees are aware of this policy. In addition to distributing this policy to all employees, departments are required to post it in a conspicuous manner on departmental or employee bulletin boards. Further, this policy is to be included in the department’s new employee orientation.

Revised: 2/2018



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

Date: Jan. 19, 2017
To: All City and County of San Francisco Employees
From: Micki Callahan
 Human Resources Director
Subject: Reminder about Sanctuary City Obligations

This memo is being issued to remind City and County of San Francisco (City) departments and employees of their duties under the San Francisco Charter and Administrative Code. All people seeking or receiving City services must be treated with equal dignity, respect for human rights, and due process under the law, regardless of immigration status. This includes informing them of their rights and access to services, as well as giving out general and/or translated information on services and programs that is timely, accurate and complete.

Departments must ensure that their rules, regulations, and protocols adhere to San Francisco's sanctuary city laws, codified at Chapters 12H and 12I of the Administrative Code. Although federal law states that a "local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual" (8 U.S.C. § 1373), Chapters 12H and 12I impose other types of restrictions, which are consistent with federal law and are summarized below.

Department employees acting in their official capacities may not use City funds or resources to:

- a) Assist or cooperate with any investigation, detention, or arrest procedures, public or clandestine, conducted by federal immigration authorities (ICE) and relating to alleged violations of the civil provisions of federal immigration law.
- b) Request or give out information regarding the release status or personal information of any individual, except as permitted under Administrative Code Section 12I.3.
- c) Condition the receipt of City services or benefits on immigration status, except as required by federal or state statute or regulation, public assistance criteria, or court decision.
- d) Include any question regarding immigration status (other than those required by federal or state statute, regulation, or court decision) on any application, questionnaire, or interview form used in relation to benefits, services, or opportunities provided by the City.
- e) Detain an individual on the basis of a civil immigration detainer after that individual becomes eligible for release from custody. (See Administrative Code § 12I.3(a).)
- f) Respond to a federal immigration officer's request for notification of an individual's release, unless the individual meets specified criteria listed in Administrative Code section 12I.3(c).

It's important to make sure all City employees are aware of these rules. Departments may include education on the City's sanctuary city laws in regular employee trainings and orientations based on templates that will be established by the Office of Civic Engagement and Immigrant Affairs (OCEIA).

Departments are reminded to include education on Administrative Code Chapters 12H and 12I in regular community outreach.

This memorandum is provided as a general summary of the City's sanctuary city laws and is not a substitute for legal advice. State and federal law may impose additional obligations. If you have any questions about how to apply the City's sanctuary city laws to a particular situation, please contact your manager or the Deputy City Attorney assigned to your department.

POLICY PROHIBITING VIOLENCE IN THE WORKPLACE

PART I: PROHIBITING EMPLOYEE VIOLENCE IN THE WORKPLACE

Under the authority of Section 3.660 of the Charter of the City and County of San Francisco, the Civil Service Commission adopts the following policy on workplace safety:

I. POLICY

It is the policy of the City and County of San Francisco to require employees to treat co-workers and members of the public with courtesy and respect. The City and County of San Francisco will not tolerate any assaults, battery or threats or acts of violence by employees in the workplace.

Employees are also prohibited from bringing weapons to the job, unless required by the City and County department in the performance of the employee's official duties. Weapons include, but are not limited to, firearms, knives or weapons defined in the California Penal Code Section 12020.

Failure to comply with this policy may result in employee discipline up to and including termination.

II. REPORTING

Employees have the responsibility to report any threats or acts of violence to their respective supervisors. When notified by a health care provider of a threat against an employee ("Tarasoff Warning"), the department head, Human Resources official, personnel official, or designee shall notify the affected employee as soon as possible.

III. INVESTIGATION

Supervisors and managers through the department head, Human Resources official, personnel official, or designee have the responsibility to investigate any reported incidents of threats or acts of violence by any employees and to take appropriate action.

IV. REMEDIAL ACTION

Appropriate action taken by the department head, Human Resources official, personnel official, or designee may include, but is not limited to, one or more of the following depending on the nature of the threat or act of violence:

- Calling Emergency Response "911," if the threat is immediate and life threatening;
- Placing the employee on administrative leave in accordance with Charter Section 8.341 or suspension in accordance with Charter Section 8.342;
- Referring the matter to the City Attorney to determine if a restraining order is appropriate;
- Requesting the Human Resources Director to schedule a medical examination to determine fitness for duty;
- Imposing disciplinary action up to and including dismissal or termination;
- Admonishing the employee(s) that such behavior is unacceptable and will not be tolerated;
- Referring the employee to the Employee Assistance Program or to a health care/medical provider.
- Any employees who are a target of an act or threat of violence may be referred to the Employee Assistance Program or other support services;
- Other measures may be taken as appropriate under the circumstances.

Adopted April 3, 1995.

EMPLOYMENT RIGHTS FOR PERSONS WITH DISABILITIES **IN THE CITY AND COUNTY OF SAN FRANCISCO**

POLICY

The Americans with Disabilities Act (ADA) and California's Fair Employment and Housing Act (FEHA) prohibit employment discrimination against qualified applicants and employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities.

WHO IS PROTECTED?

The law covers qualified applicants and employees with disabilities. A qualified individual with a disability is defined as an individual with a disability who meets the skill, experience, education and other job-related requirements of a position held or sought, and who, with or without reasonable accommodation, can perform the essential functions of the job.

A person with a disability is an individual who:

- has a physical or mental impairment that limits a major life activity; or
- has a record of such an impairment which is known to the employer; or
- is regarded by the employer as having, or having had, such an impairment; or
- is regarded by the employer as having, or having had, a disorder or condition that has no present disabled effect, but that may become a disability.

Impairments that require special education or related services are also disabilities.

Major life activities include seeing, hearing, breathing, walking, speaking, learning, working, caring for oneself, performing manual tasks, lifting, and other physical, mental and social activities, etc.

YOUR RIGHTS UNDER THE LAW

Applicants

- An employer must provide equal employment opportunity for qualified applicants with disabilities to enable them to participate in the job application process and to be considered for a job.
- Reasonable accommodations must be provided, as needed, to ensure that individuals with disabilities have equal opportunity in the application and

selection process, unless to do so would be an undue hardship or pose a direct threat to the health and safety of others.

- An employer does not have to accommodate individuals who are not otherwise qualified for the position that they seek.
- Tests must be job-related, that is, designed to measure the skills and abilities that an employee will need on the job.
- The law prohibits discrimination, but does not require affirmative action. The employer is free to hire the most qualified applicant.

Employees

- The law prohibits discrimination in all employment practices, including, but not limited to, promotion, transfer, termination, compensation, job assignments, leaves of absence, fringe benefits, training, activities, and any other term, condition, or privilege of employment.
- The employer must provide reasonable accommodations to qualified employees with disabilities, unless to do so would be an undue hardship or pose a direct threat to the health and safety of others.
- An employer does not have to accommodate employees who are not otherwise qualified for the position that they hold.

Medical Examinations and Inquiries

- An employer may not require applicants to take medical examinations or answer any disability-related questions. The employer may ask a job applicant or employee about his or her ability to perform job-related functions and may respond to an applicant's or employee's request for reasonable accommodation.
- Once a conditional offer of employment has been made, the employer may require a medical examination or ask disability-related questions, provided that the examination or question is job-related and consistent with business necessity and all entering employees in the same job classification are subject to the same examination or question.
- An employer may require medical examinations or ask disability-related questions of an employee, provided that the examination or question is job-related and consistent with business necessity.
- An employer may require medical documentation to evaluate a request for reasonable accommodation by an employee or an applicant.

- Tests to detect illegal use of drugs are permitted under the law and are not subject to the above restrictions.

Confidentiality

Medical-related information shall be confidential, except for those supervisors, safety personnel, compliance officers, or other specified individuals who have a need to know.

HOW TO REQUEST A REASONABLE ACCOMMODATION

In general, it is the responsibility of the individual with a disability to inform the employer that an accommodation is needed. A reasonable accommodation is a modification or adjustment to a job, employment practice, or work environment which enables a qualified individual with a disability to enjoy equal employment opportunity. An employee may request to be represented in this process by the employee's union, attorney, or any other individual designated by the employee.

Applicants

- To request a reasonable accommodation in the application and selection process, contact the personnel analyst or personnel officer at the number or address on the job announcement as soon as you are aware that an accommodation will be needed.

Employees

- An employee may request a reasonable accommodation by notifying the employee's supervisor, personnel officer, ADA coordinator, or department head. Such request may be made verbally or in writing by the employee or his or her representative. The employee will be provided with information on the reasonable accommodation process and the necessary forms to be completed by the employee and the employee's doctor or health care provider.
- When the completed forms are returned, the department's ADA coordinator will review the information to determine if the employee is a qualified individual with a disability, and if so, whether an accommodation is appropriate. The coordinator may confer with the employee's supervisor, the employee's health care provider, or the ADA coordinator in the Department of Human Resources to review the requested accommodation and/or other alternatives. The coordinator will also contact the employee to discuss the requested accommodation and/or alternatives.
- This process will be completed as quickly as possible. However, if the information on the forms is incomplete or unclear, the process may be delayed. The employee who is requesting reasonable accommodation should make sure that forms are completed accurately and returned as soon as possible. The department will provide the employee with a written update on the status of the request within fifteen days from the day that the request is acknowledged.

- The department ADA coordinator will review the recommended action with the department head and with DHR, and will notify the employee of the department's decision on the request. If the request is not approved, the employee will be informed of other options that could be explored.

ADA PLACEMENTS

If a qualified disabled employee cannot be accommodated in the employee's current class in the current department or to another class in any department, the department will refer the employee to the Department of Human Resources for consideration of an ADA placement to the same class in a different department, or to another class in any department.

APPEAL AND COMPLAINT PROCEDURE

An employee may appeal a department's interpretation and/or implementation of the procedures for reasonable accommodation to the Human Resources Director. An employee or applicant who believes that he or she has been discriminated against in an employment action or reasonable accommodation request may make a complaint with the equal employment opportunity officer or ADA coordinator in either the employee's department or in the Department of Human Resources; or through the grievance procedure of the appropriate employee organization. An employee or applicant may also file a complaint with the California Department of Fair Employment and Housing or the Federal Equal Employment Opportunity Commission.

RESOURCES

- Departmental ADA Coordinator or Personnel Officer in your department
- City's EEO Division, DHR, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA., 94103; 557-4832 or 557-4838, DHR TDD 775-9484; www.sfgov.org
- Department of Fair Employment and Housing (DFEH), 39141 Civic Center Drive, Fremont, CA 94538, 1-800-884-1684; TTY 1-800-700-2320; www.dfeh.ca.gov
- Equal Employment Opportunity Commission (EEOC), The Philip Burton Federal Building, 450 Golden Gate Avenue, 5th floor West, P. O. Box 36025, San Francisco, CA 94105; 1-800-669-4000; TTY 1-800-669-6820 www.eeoc.gov



HOW TO FILE A DISCRIMINATION, HARASSMENT, OR RETALIATION COMPLAINT

AUTHORITY:

The authority to investigate complaints of employment discrimination, harassment, and retaliation stems from the San Francisco Charter, Section 10.103, and Civil Service Commission Rules (Volume 1, Rule 103; Volume II, Rule 203; Volume III, Rule 303; Volume IV, Rule 403). The Human Resources Director is responsible for the review and resolution of complaints. The Director may designate personnel to investigate complaints and make recommendations for resolution.

The role of the Equal Employment Opportunity (EEO) investigator is that of an objective third party, representing neither the complainant (employee/applicant), nor the respondent (department).

COMPLAINT PROCESS:

Basis: Discrimination and harassment complaints submitted for investigation must be based on a violation of civil rights on account of one or more of the following: sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

Retaliation against any employee or applicant who reports, files a complaint of, or otherwise opposes conduct they reasonably believe to be unlawful discrimination, harassment, or retaliation, or assists in the investigation of a complaint, is also prohibited.

Issues: Actions complained of may include the following: Denial of Employment, Denial of Training, Denial of Promotion, Denial of Reasonable Accommodation (for disability or religion), Termination, Lay-Off, Constructive Discharge, Disciplinary Action, Harassment, Work Assignment, Sexual Harassment and Compensation. Other issues, such as a disagreement regarding Department rules or regulations affecting working conditions, may be subject to review through the Employee Grievance procedure.

Filing: Submit an email or letter that describes your complaint. You may wish to contact your department EEO or Human Resources personnel, the City and County of San Francisco's (City's) Department of Human Resources, EEO Division, or your employee representative, to assist you in submitting a complaint. The telephone number for the City's Department of Human Resources EEO Helpline is (415) 557-4900 or (415) 557-4810 (TTY).

Email your complaint to:

DHR-EEO@sfgov.org

Mail your complaint to:

Director, Department of Human Resources
Attention: EEO Division
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

The email or letter of complaint should include the following:

1. Name, address and daytime phone number of the complainant;
2. If a current City employee, your Disaster Service Worker number, current Civil Service classification, and the department where you are employed;
3. The basis for the complaint: *i.e.*, race, religion, etc.;
4. The discriminatory, harassing, or retaliatory action(s): *i.e.*, denial of employment or reasonable accommodation, termination, inappropriate touching, etc.;
5. The date(s) the alleged discriminatory, harassing, or retaliatory action(s) took place;
6. The City department and work unit accused of discrimination, harassment, or retaliation;
7. The names of the individuals accused of discrimination, harassment, or retaliation;
8. The name of any witness to the alleged discriminatory, harassing, or retaliatory action(s);
9. A detailed explanation of the sequence of events which you believe to be discriminatory, harassing, or retaliatory; and,
10. The specific action you are seeking to correct the alleged discrimination, harassment, or retaliation.

FILING DEADLINE:

Complaints must be filed within 180 calendar days of the date of the alleged discriminatory action, harassment, or retaliatory action, or the date the individual should have first become aware of a violation. Therefore, time is an important factor when filing a complaint.

INVESTIGATION:

The Human Resources Director may refer the complaint to an EEO investigator to review for timeliness and jurisdiction. The investigator will then contact the person filing the complaint, either by email or phone, to schedule an intake interview. Intake interviews afford the investigator an opportunity to clarify the issues involved and also allow the person filing the complaint an opportunity to present the complaint in more detail.

The investigation may include reviewing and obtaining copies of relevant documents such as personnel files, attendance reports and performance evaluations; interviewing co-workers and supervisors; and other actions considered necessary in order to obtain relevant information. It is important to remember that the individual who brings the complaint is responsible for substantiating the charges. Therefore, it is necessary to cooperate with the investigator by providing any written material, names of individuals to interview or any other information that would assist the investigation.

Note: During the intake interview, the entire complaint process will be explained in more detail by the assigned investigator. Any questions regarding the process can be asked during the intake interview.

ALTERNATIVE DISPUTE RESOLUTION:

Complainants may be asked to consider resolving their complaint through an alternative dispute resolution process facilitated by trained staff.

HUMAN RESOURCES DIRECTOR'S ACTION AND APPEAL PROCEDURES:

The Human Resources Director will review the complaint and investigative report and shall make a finding on the charges. The Director's determination will be sent to the complainant and respondent department and shall be final unless it is appealed to the Civil Service Commission and is reversed or modified.

OTHER RESOURCES:

A complaint of employment discrimination, harassment, or retaliation may also be filed with the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment & Housing (DFEH). Contact these agencies for filing requirements and deadlines.



EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

Discrimination and Harassment Prohibited

Discriminating against, or harassing City and County of San Francisco (City) employees, applicants, or persons providing services to the City by contract, including supervisory and non-supervisory employees, because of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law is prohibited and unlawful. For the purpose of this policy only, the term “employees” includes unpaid interns and volunteers. Discrimination is the unequal treatment of individuals with respect to the terms and conditions of their employment, based on their membership in a protected category. Harassment is unwelcome visual, verbal, or physical conduct engaged in on account of a person's actual or perceived membership in a protected category.

Sexual Harassment Prohibited

Sexual harassment is illegal under federal and state law. Federal law defines sexual harassment as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical, visual, or written conduct of a sexual nature directed to persons of the same or opposite sex when:

- submission to such conduct is made explicitly or implicitly as a term or condition of employment;
- submission to or rejection of such conduct by an employee or applicant is used as a basis for employment decisions affecting the employee or applicant; or
- such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or otherwise offensive working environment.

State law defines sexual harassment as unwanted sexual advances or verbal, visual, or physical conduct of either a sexual nature, or other conduct based on sex. These are some examples of sexual harassment:

- requests for sexual favors or unwanted sexual advances;
- offering employment benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- verbal harassment (e.g., graphic comments, derogatory comments, sexually suggestive or obscene jokes or telephone calls);
- physical harassment (e.g., assault, impeding or blocking movement, gestures, or any physical interference with normal work or movements); or
- visual forms of harassment (e.g., leering, derogatory or sexually explicit emails, posters, letters, poems, graffiti, cartoons, computer screen savers, or drawings).

Retaliation Prohibited

Retaliation against an individual who reports, files a complaint of, or otherwise opposes conduct he or she reasonably believes to be unlawful discrimination, harassment, or retaliation, or assists in the investigation of a complaint, is also prohibited.

Responsibility for Responding to and Reporting Discrimination, Harassment, and Retaliation

All employees are encouraged to report discriminatory, harassing, or retaliatory behavior, whether directed at themselves or at co-workers.

Supervisory employees are required to take corrective action if employees are subjected to discrimination, harassment, or retaliation on the basis of a protected category. If a complaint is made to a supervisor, or if a supervisor becomes aware of potential discrimination, harassment, or retaliation, the supervisor **must** immediately report it to the department's EEO or Human Resources personnel. Any supervisor who receives a complaint of discrimination, harassment, or retaliation and fails to report it may be subject to disciplinary action.

Departments **must** report all complaints of discrimination, harassment, and retaliation to the Human Resources Director within five days of becoming aware of such complaints. Departments are responsible for ensuring that all employees know of and are trained periodically regarding this policy.

Complaint Procedures

Any employee or applicant who believes he or she has been discriminated against, harassed, or retaliated against in violation of this policy should promptly report the incident and the individuals involved. Complaints must be filed within 180 calendar days of the date of the alleged discriminatory action, harassment, or retaliatory action, or the date the individual should have first become aware of a violation. For information or to file a complaint, contact any of the following:

- the employee's supervisor or any other supervisor or manager;
- the department's EEO or Human Resources personnel;
- the City's Department of Human Resources, EEO Division located at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103, via email at DHR-EEO@sfgov.org or online at www.sfdhr.org; the City's EEO Helpline at (415) 557-4900 or (415) 557-4810 (TTY); or SFMTA employees may also contact SFMTA's EEO Officer, Virginia Harmon, at (415) 701-4404 or EEO@sfmta.com

The Human Resources Director is responsible for the investigation and resolution of all discrimination, harassment, and retaliation complaints. All complaints are kept confidential (to the extent possible); responded to timely; investigated (if necessary) by qualified personnel in a timely and impartial manner; and documented and tracked. If the Human Resources Director determines that discrimination, harassment, or retaliation occurred, the City will take appropriate remedial action.

The [U.S.](http://www.eeoc.gov) Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate and prosecute employment discrimination, harassment, and retaliation complaints. Employees who believe that they have been discriminated against, harassed, or retaliated against may file a complaint with either of these agencies using the following contact information:

- EEOC: (800) 669-4000 or TTY (800) 669-6820; or online at www.eeoc.gov
- DFEH: (800) 884-1684 or TTY (800) 700-2320; or online at www.dfeh.ca.gov

Remedies available through these agencies include hiring or reinstatement, back pay or promotion, fines or damages for emotional distress, and changes in the policies or practices of the employer.

Discipline

Any employee, supervisor, or agent of the City found to have engaged in conduct in violation of this policy may be subject to disciplinary action, up to and including termination. An employee may be subject to discipline for engaging in harassing conduct that does not meet the definition of harassment under the law, but that, if repeated or allowed to continue, might meet that definition.

Para mayor información sobre el hostigamiento en el trabajo: (415) 557-4900.

如欲索取更多資料或要舉報在工作場所受到騷擾,可致電415-557-4900



Carol Isen
Human Resources Director



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM
CSC No. 2017 – 01

GINA M. ROCCANOVA
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

DATE: February 8, 2017

TO: Department Heads
Departmental Personnel Officers
Employee Organization Representatives,

FROM: Michael L. Brown, Executive Officer
Civil Service Commission

SUBJECT: Policy on Family and Romantic Relationships at Work

At the Regular Civil Service Commission meeting of February 6, 2017, the Commissioners adopted the attached policy regarding Family and Romantic Relationships at Work. It is important to note that this policy will affect all employees of the City and County of San Francisco, including elected officials, interns and volunteers.

The policy encompasses requirements that already exist by virtue of the Charter, Employee Handbook, and Campaign and Governmental Conduct Code. The policy specifically expands the romantic and family relationship reporting requirements to avoid the perception of favoritism or nepotism. The policy clarifies that direct supervision of a related person (as defined in the policy to include both relatives and romantic relationships) is not allowed, and that indirect supervision of related persons may only be allowed if a management plan is in place to address potential conflicts of interest.

The Department of Human Resources (DHR) will be involved in the next phase of mass training for Human Resource professionals within Departments, Department Heads, managers, supervisors and employees. In addition, DHR will serve as a resource for Human Resource professionals who are resolving potential conflicts.

If you have specific questions or concerns regarding the policy, please feel free to contact our office.

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

February 8, 2017

City and County of San Francisco Civil Service Commission Policy Regarding Family and Romantic Relationships at Work (Adopted By the Civil Service Commission on February 6, 2017)

GINA M. ROCCANOVA
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

I. Purpose

The City and County of San Francisco (City) Civil Service Commission is committed to maintaining a professional work environment free of conflicts of interest, nepotism, and favoritism. 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.

With over 30,000 employees, it is not surprising that members of the same family and people in romantic relationships may work for the City. In general, these relationships do not pose workplace problems. The purpose of this policy is to explain when family and romantic relationships may cause problems, or the appearance of problems, related to nepotism, favoritism, or conflicts of interest at work. This policy also establishes standards and disclosure requirements to prevent those problems from occurring.

Nepotism occurs when family members favor other family members in employment decisions. Nepotism does not align with the City's policy and practice of making employment decisions based solely on City needs, merit-based processes, and individual qualifications, skills, knowledge, abilities, and performance.

Romantic relationships between supervisors and subordinate employees may raise issues of conflict of interest, abuse of authority, or favoritism. These relationships also have the potential to adversely impact other employees. Moreover, the real or perceived power imbalance that may exist between a supervisor and a subordinate may raise questions about mutual consent.

People in both family and romantic relationships are referred to as "related persons" (defined in Section III below) solely for purposes of this policy.

II. Applicability

This policy applies to all City officers, elected officials, employees (including permanent civil service, exempt, temporary, full and part time, and provisional), interns, and volunteers. These individuals are referred to collectively as “employees” solely for purposes of this policy.

III. Definitions

Employment decisions: Refers to the full array of decisions and actions that involve City employees and their employment, including, but not limited to, decisions related to hiring, supervision, promotion, compensation, work hours, assignment of duties, performance evaluation, discipline, termination, and decisions involving other terms and conditions of employment such as those listed in Section IV below.

Related person(s):

(A) A family member, whether by blood, adoption, marriage, or domestic partnership, including:

- Spouse;
- Domestic partner;
- Child;
- Parent;
- Grandparent/Grandchild;
- Aunt/Uncle;
- Sibling;
- First cousin;
- Niece/Nephew; and
- Any corresponding in-law, step, or foster relation

(B) A consensual romantic relationship occurring within the last two years. This includes, but is not limited to sexual, dating, engagement, or other intimate relationships.

Direct supervision: One employee directing the work of another employee. This includes temporary and project-based assignments.

Indirect supervision: One employee is responsible for the work of another employee through the organizational structure or chain of command. This includes temporary and project-based assignments.

IV. Policy

Employees may not make, participate in making, or influence any employment decision involving a related person. This includes, but is not limited to:

- Hiring, promoting, transferring, or re-assignment;
- Serving on a hiring panel;
- Developing, administering, or rating a civil service exam;
- Initiating an administrative investigation or discipline;
- Assigning work;
- Preparing, conducting, or contributing information to a performance appraisal;
- Approving overtime or any other compensated time;
- Approving vacation, sick, or other leave time;
- Granting or denying permission to attend a conference or other work-related event; and
- Approving reimbursement for work-related expenses.

Employees are prohibited from directly supervising related persons.

It is best practice that employees do not indirectly supervise related persons. Exceptions to this policy for indirect supervision may be made on a case by case basis as set forth in Section V.2 below.

Nothing in this policy prohibits an employee from acting as a personal reference or providing a letter of reference for a related person seeking appointment to a position in any City department, board, commission, or agency, other than the employee's department, board, commission, or agency, or to a position under the control of any such department, board, commission, or agency.

This policy does not prohibit a supervisor from making an employment decision that impacts an entire unit or group of employees that includes a related person.

V. Reporting and Compliance Procedures

1. Direct supervision of related persons must be promptly reported by both employees to their departmental personnel officer or human resources manager. Since employees cannot directly supervise related persons, the departmental personnel officer or human resources manager shall remove the conflict.
2. Indirect supervision of related persons must be promptly reported by both employees to their departmental personnel officer or human resources manager to assess the implications for the workplace, and to ensure that employment decisions are made appropriately.

- a. If, for operational reasons, the departmental personnel officer or human resources manager cannot remove the conflict, he or she shall formulate a management plan to address the indirect supervisory relationship while minimizing impact on the employees involved.
- b. At a minimum, all management plans must address reporting relationships, supervision, and evaluation to ensure a supervisor does not participate in employment decisions regarding a related person, as prohibited by this policy.
3. Individuals who become related persons during City employment and while in a direct or indirect supervision situation must promptly disclose the relationship following the process set forth in Section V.1 and 2 above.
4. A department head prohibited under this policy from making, participating in, or influencing employment decisions involving related persons shall delegate in writing the authority to make employment decisions regarding such related persons to another employee within the department.
5. All employees are prohibited from retaliating against anyone who reports a potential violation of this policy.

VI. Investigations and Penalties

All employees must cooperate with any investigation into possible violations of this policy. Violations may include, but are not limited to:

- Failing to report, or actively concealing, a relationship that falls within this policy; or
- Retaliating against another employee who has made a report under this policy.

Violations of this policy may lead to discipline, up to and including termination.

Employee questions about this policy should be directed to the departmental personnel officer or human resources manager.

The City's policies on appropriate workplace conduct and sexual harassment are posted on the Department of Human Resources website at www.sfdhr.org. The requirements set forth in this policy are in addition to those set forth in San Francisco Campaign and Governmental Conduct Code section 3.212 (Decisions Involving Family Members).

CIVIL SERVICE COMMISSION



MICHAEL L. BROWN
Executive Officer



Policy on Family and Romantic Relationships at Work

City and County of San Francisco Civil Service Commission

City employees may not make or influence any employment decision about a family member or romantic partner.

For Employees

Why is this policy important?

- ✓ To help prevent nepotism and favoritism in City employment.

What can I do under this policy?

- ✓ Have a family or romantic relationship with another City employee, when there are no employment decisions or supervision.

What can't I do 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



If I am in a relationship that violates this policy, what should I do?

- ✓ Both employees in the relationship must tell their human resources representative about the relationship.
- ✓ Reporting is a confidential process and is only shared on a need-to-know basis.
- ✓ Reporting isn't cause for discipline.

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 sfgov.org/civilservice/policies to read the full policy.

MEMORANDUM

DATE: June 19, 1990
TO: All Recreation and Park Department Employees
FROM: Mary E. Burns, General Manager
SUBJECT: POLICY PROHIBITING THE USE OF SLURS

I have received a letter from John Walsh, General Manager of the Civil Service Commission, stating, "I have recently been advised by the Civil Service Commission Equal Employment Opportunity Unit that a number of employees in your department have raised allegations regarding the use of slurs at Recreation and Park worksites." I would like to remind each of you of the current policy regarding the use of slurs by City officials and employees. I also would like all Recreation and Park Department employees to know that I strongly support this policy and encourage that it be rigorously adhered to by all employees.

IT IS THE POLICY OF THE CITY AND COUNTY OF SAN FRANCISCO, AND EACH OF ITS OFFICIALS, EMPLOYEES AND AGENTS ACTING IN OFFICIAL CAPACITY, TO TREAT ALL PERSONS EQUALLY AND RESPECTFULLY, AND TO REFRAIN FROM THE WILLFUL OR NEGLIGENT USE OF SLURS AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, AGE, SEX, SEXUAL ORIENTATION OR DISABILITY. A SLUR, AS USED IN THIS POLICY, IS A WORD OR COMBINATION OF WORDS THAT BY ITS VERY UTTERANCE INFLECTS INJURY, OFFERS LITTLE OPPORTUNITY FOR RESPONSE, APPEALS NOT TO RATIONAL FACULTIES, OR IS AN UNESSENTIAL OR GRATUITOUS PART OF ANY EXPOSITION OF FACT OR OPINION. ALL PERSONS ARE ENTITLED BY LAW TO THE RIGHT OF EQUAL TREATMENT AND RESPECT. SLURS DEPRIVE MEMBERS OF THE PROTECTED GROUPS OF THIS RIGHT BY HOLDING THEM UP TO PUBLIC CONTEMPT, RIDICULE, SHAME AND DISGRACE AND CAUSING THEM TO BE SHUNNED, AVOIDED OR INJURED IN THEIR OCCUPATION. BY PROMOTING ILL WILL AND RANCOR, SLURS DIMINISH PEACE AND ORDER.

THE USE OF SUCH SLURS BY CITY OFFICIALS OR EMPLOYEES WILL BE CONSIDERED BY COMMISSIONS, DEPARTMENTS, AGENCIES, BOARDS OR APPOINTING AUTHORITIES AS PRIMA FACIE EVIDENCE OF THE LACK OF COMPETENCE OF SAID CITY OFFICIALS AND EMPLOYEES. EVIDENCE OF USAGE OF SUCH SLURS SHALL BE ENTERED INTO JOB PERFORMANCE EVALUATIONS AND SHALL BE CONSIDERED IN EVALUATING THE FITNESS OF CITY EMPLOYEES.

If you are aware of any violations of this policy, I would urge you to contact your supervisor, Carol Sam, Personnel Director, or Betty Lim, Affirmative Action Officer. Such language will not be tolerated.

MEB:CSM:ual



OFFICE OF THE CONTROLLER

CITY AND COUNTY OF SAN FRANCISCO

Greg Wagner
Controller

ChiaYu Ma
Deputy Controller

MEMORANDUM

TO: Department Payroll Staff
FROM: Christie Beetz, City Payroll Director
DATE: January 5, 2026
SUBJECT: Employees Who are NOT Members of a Retirement Program*

EMPLOYEES MAY BE REQUIRED TO PAY SOCIAL SECURITY TAXES:

Effective July 2, 1991: Employees who are *not* a member of a retirement program are required to pay all or part of the Social Security tax, also referred to as FICA, as explained below. The Social Security tax is made up of two taxes: Old Age, Survivors, and Disability Insurance (OASDI) and Hospital Insurance (HI), also referred to as Medicare.

TAXES WITHHELD:

- **OASDI and HI Tax:** Employees may contribute a minimum of 7.5% of their regular biweekly earnings** up to a maximum of \$184,500 to a qualifying deferred compensation plan. If an employee **does not** contribute at least 7.5% of their regular biweekly earnings, ** **both OASDI and HI taxes will be withheld.**
- **HI Tax Only:** If an employee does contribute at least 7.5% of their regular biweekly earnings** up to a maximum of \$184,500 to a qualifying deferred compensation plan, **only the HI tax will be withheld.**

EXCEPTIONS:

- Municipal Railway (MUNI) employees pay both OASDI and HI taxes regardless of whether they contribute at least 7.5% into a qualifying deferred compensation plan.
- Employees who are members of CalPERS are not required to pay the OASDI tax.

TAX RATES:

- The 2026 OASDI tax rate is 6.2% of your taxable gross earnings*** up to \$184,500. The maximum amount of tax withheld is \$11,439.
- The 2026 HI tax rate is 1.45% of your taxable gross earnings.*** There is no limit on HI taxes withheld. An additional 0.9% tax is withheld on any taxable gross earnings*** over \$200,000 annually for 2026.

EMPLOYEES MAY WAIVE THE OASDI TAX BY OPENING A 457(b) DEFERRED COMPENSATION PLAN ACCOUNT:

If employees wish to open a 457(b) deferred compensation plan account in the amount required to waive the OASDI taxes, they will need to contact SF Deferred Compensation Plan at (415) 487-7500 to set up an appointment with the deferred compensation specialist for your department.

*Retirement programs at the City include: SF Employees' Retirement System (SFERS), CalPERS, and Judges' Retirement System.

**Regular biweekly earnings DO NOT include shift premiums or special pays.

***Your taxable gross earnings are your gross earnings minus any pretax deductions (including dependent care, cafeteria 125 plan, pre-tax reimbursement, pre-tax miscellaneous, pre-tax transportation benefits, or pre-tax military deductions) and any assault pay, City disability pay, or retroactive disability pay.



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Greg Wagner
Controller

ChiaYu Ma
Deputy Controller

MEMORANDUM

DATE: January 5, 2026
TO: Department Payroll Staff
FROM: Christie Beetz, City Payroll Director

SOCIAL SECURITY (FICA) TAX RATES FOR 2026

The Social Security tax is made up of two taxes: Old Age, Survivors, and Disability Insurance (OASDI) and Hospital Insurance (HI), also referred to as Medicare. The total FICA tax rate is 7.65% for employees and for employers.

FICA	2022	2023	2024	2025	2026
OASDI Taxable Earnings (Employee and Employer)	\$ 147,000	\$ 160,200	\$ 168,600	\$ 176,100	\$ 184,500
- Maximum Withholding Rate	6.2%	6.2%	6.2%	6.2%	6.2%
- Maximum Withholding	\$ 9,114	\$ 9,932.40	\$ 10,453.20	\$ 10,918.20	\$ 11,439.00
HI Taxable Earnings (Employee and Employer)	No Limit	No Limit	No Limit	No Limit	No Limit
- Maximum Withholding Rate	1.45%	1.45%	1.45%	1.45%	1.45%
- Maximum Withholding	No Limit	No Limit	No Limit	No Limit	No Limit
Additional Medicare Taxable Earnings (Employee ONLY)	>\$200,000	>\$200,000	>\$200,000	>\$200,000	>\$200,000
- Maximum Withholding Rate (additional 0.9%)	2.35%	2.35%	2.35%	2.35%	2.35%
- Maximum Withholding	No Limit	No Limit	No Limit	No Limit	No Limit

REMINDER:

- Employees who were hired/rehired after March 31, 1986, and do not pay full FICA taxes are required to pay HI (Medicare) tax.
- Employees who are not members of a retirement program can waive paying OASDI taxes if they contribute at least 7.5% of their regular biweekly earnings into a 457(b) deferred compensation plan.
- Additional Medicare Tax went into effect for taxable years beginning after December 31, 2012. The rate is 0.9% plus the normal 1.45%. Total Additional Medicare Tax is 2.35%. Employers do not pay the additional 0.9% in matching contributions.

CALIFORNIA STATE DISABILITY INSURANCE (SDI) RATES FOR 2026

SDI	2022	2023	2024	2025	2026
California State Disability Taxable Wage Base	145,600	\$ 153,164	No Limit*	No Limit*	No Limit*
- Maximum Withholding	\$1,601.60	\$ 1,378.48	No Limit*	No Limit*	No Limit*

- Percentage**
- 1.3% for Tax Year 2026
 - 1.2% for Tax Year 2025
 - 1.1% for Tax Year 2024
 - 0.9% for Tax Year 2023
 - 1.1% for Tax Year 2022
 - 1.2% for Tax Year 2021
 - 1.0% for Tax Year 2019-2020

*Effective January 1, 2024, CA Senate Bill 951 removes the taxable wage limit and maximum withholdings for each employee subject to SDI contributions.

If you have any questions regarding the information in this directive, please contact the Tax Unit at (415) 554-7100 or con.payroll.tax_unit@sfgov.org.

You have options as to how you receive your payments, including direct deposit to your bank account or this prepaid card. Ask your employer for available options and select your option.

Monthly fee	Per purchase	ATM withdrawal	Cash reload
\$0	\$0	\$0 in-network	\$5.95*
		\$1.75 out-of-network	

ATM Balance Inquiry (in-network or out-of-network)	\$0
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Customer Service (automated or live agent)	\$0 per call
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Inactivity (after 365 days with no transactions)	\$2.00* per month
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We charge 3 other types of fees.

*This fee can be lower or charged differently depending on how and where this card is used and your state of employment or residence.

See the accompanying Fee Schedule for free ways to access your funds and balance information.

No overdraft/credit feature.

Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit cfpb.gov/prepaid. Find details and conditions for all fees and services inside the card package or call **1-877-474-0010** or visit **usbankfocus.com**.

U.S. Bank Focus Card Fee Schedule
 Program Number: 87265214 POD

All fees	Amount	Details
Add money		
Check Reload	5% or \$5.00 minimum	This is not our fee and is subject to change. Fee of up to 5% of check value may apply when cashing a check to load your card at Ingo Money. Money in Minutes - 2% (pre-printed payroll or gov't checks) or 5% (all other checks), minimum \$5.00. Money in 10 Days - no fee. Fee is deducted from check value. Go to ingomoney.com for more information.
Cash Reload – Visa Readylink	Varies by retailer	Third party fee may apply when reloading your card at a Visa Readylink network. Fee is paid to third party at the time of reload. Go to usa.visa.com/pay-with-visa/cards/services-locator.html for locations.
Cash Reload - GreenDot®	\$5.95	This is not our fee and is subject to change. Fee of up to \$5.95 may apply when reloading your card at GreenDot. Fee is paid to third party at the time of reload. Go to greendot.com for more information.
Get cash		
ATM Withdrawal (in-network)	\$0	This is our fee per withdrawal. “In-network” refers to the U.S. Bank or MoneyPass® ATM networks. Locations can be found at usbank.com/locations or moneypass.com/atm-locator.html .
ATM Withdrawal(out-of-network)	\$1.75	This is our fee per withdrawal. “Out-of-network” refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Teller Cash Withdrawal	\$0	This is our fee for when you withdraw cash from your card from a teller at a bank or credit union that accepts Visa®.
Using your card outside the U.S.		
International Transaction	3%	This is our fee which applies when you use your card for purchases at foreign merchants and for cash withdrawals from foreign ATMs and is a percentage of the transaction dollar amount, after any currency conversion. Some transactions, even if you and/or the merchant or ATM are located in the United States, are considered foreign transactions under the applicable network rules, and we do not control how these merchants, ATMs and transactions are classified for this purpose. For Connecticut, Illinois, New York, and Pennsylvania workers, all international purchase fees are waived.
International ATM Withdrawal	\$3.00	This is our fee per withdrawal. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Other		
Card Replacement	\$5.00	This is our fee per replacement of your card, whether mailed to you with standard delivery (up to 10 business days) or provided to you by your employer/sponsor. This fee is waived for your first card replacement in a 12-month period. This fee will be charged for each additional

		replacement during the same 12 months. For Connecticut, Hawaii and Pennsylvania workers, this fee is waived.
Card Replacement Expedited Delivery	\$10.00	This is our fee for expedited delivery (up to 3 business days) charged in addition to any Card Replacement fee.
Card Replacement Overnight Delivery	\$20.00	This is our fee for overnight delivery charged in addition to any Card Replacement fee.
Inactivity	\$2.00	This is our fee charged each month after you have not completed a transaction using your card for 365 consecutive days. For Connecticut, Illinois, and Pennsylvania workers, this fee will be waived for the first 12 months of inactivity (based on cardholder-initiated balance changing transactions). For Texas residents, this fee will not be charged after one year of inactivity. For Minnesota, New York and Montana workers this fee is waived. For Hawaii workers, accounts with a balance of \$0.00 and no activity for more than 6 months may be closed.
Other Third-Party Fees	Varies by provider	Some third-party service providers like person-to-person payment services or mobile wallet providers may charge you a fee for using your card to make payments.

Your funds are eligible for FDIC insurance up to \$250,000. FDIC insurance protects deposits from loss due to bank insolvency. See [fdic.gov/deposit/deposits/prepaid.html](https://www.fdic.gov/deposit/deposits/prepaid.html) for details.

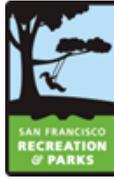
No overdraft/credit feature.

Contact Cardholder Services by calling **1-877-474-0010**, by mail at P.O. Box 551617, Jacksonville, FL 32255 or visit [usbankfocus.com](https://www.usbankfocus.com).

For general information about prepaid accounts, visit [cfpb.gov/prepaid](https://www.cfpb.gov/prepaid). If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-2372 or visit [cfpb.gov/complaint](https://www.cfpb.gov/complaint).

Important information: Fee waivers for workers of a particular state are applied based on information from the sponsoring employer regarding your state of employment.

CR-49798001



RECREATION AND PARK DEPARTMENT - STATEMENT OF INCOMPATIBLE ACTIVITIES **~AN OVERVIEW~**

As of October 8, 2008, all officers and employees of the Recreation and Park Department (RPD) became subject to the provisions of the Department's Statement of Incompatible Activities (SIA). The SIA identifies activities that are deemed incompatible with your duties as a City officer or employee. **Please take time to review the RPD's SIA in its entirety.**

The electronic version is available on RPD's website: (www.sfrecpark.org) or the Ethics Commission's website (www.sfethics.org). In addition, you may obtain a hard copy of the SIA from the Human Resources Department. Here is a pre-view of the major parts to the SIA:

- I. INTRODUCTION** - This Statement of Incompatible Activities is intended to guide officers and employees of the San Francisco Recreation and Park Department ("Department") and the Recreation and Park Commission ("Commission") about the kinds of activities that are incompatible with their public duties and therefore prohibited.
- II. MISSION STATEMENT** - The mission of the Recreation and Park Department is to provide enriching recreational activities, maintain beautiful parks and preserve the environment for the well-being of our diverse community.
- III. RESTRICTIONS ON INCOMPATIBLE ACTIVITIES** - This section prohibits outside activities, including self-employment, that are incompatible with the mission of the Department.
 - A. RESTRICTIONS THAT APPLY TO ALL EMPLOYEES AND OFFICERS**
 1. ACTIVITIES THAT CONFLICT WITH OFFICIAL DUTIES (**ADDITIONAL OUTSIDE EMPLOYMENT MUST BE APPROVED IN ADVANCE – CONTACT HUMAN RESOURCES FOR MORE INFORMATION.**)
 2. ACTIVITIES WITH EXCESSIVE TIME DEMANDS
 3. ACTIVITIES THAT ARE SUBJECT TO REVIEW BY THE DEPARTMENT
 - B. RESTRICTIONS THAT APPLY TO EMPLOYEES IN SPECIFIED POSITIONS**
 1. EMPLOYEES OR OFFICERS RESPONSIBLE FOR THE PROCUREMENT OF SUPPLIES, MATERIALS, CONTRACTS OR SERVICES - No employee or officer who is responsible for the procurement of supplies, materials, contracts or services may receive compensation or anything of value from any person or entity from which such materials, contracts or services were procured, if such compensation or thing of value is received as a result of the employee's or officer's duties with the Department.
 2. EMPLOYEES OR OFFICERS RESPONSIBLE FOR THE DISTRIBUTION OR ALLOCATION OF SUPPLIES, MATERIALS, CONTRACTS OR SERVICES - No employee or officer whose duties include the distribution or allocation of supplies, materials, contracts or services for the Department may receive compensation or anything of value from any person or entity to which such materials, contracts or services were distributed or allocated, if such compensation or thing of value is received as a result of the employee's or officer's duties with the Department.
 - C. ADVANCE WRITTEN DETERMINATION**
 1. PURPOSE
 2. THE DECISION-MAKER
 3. THE PROCESS
 4. DETERMINATIONS ARE PUBLIC RECORDS



IV. RESTRICTIONS ON USE OF CITY RESOURCES, CITY WORK-PRODUCT AND PRESTIGE

- A. USE OF CITY RESOURCES** - No employee or officer may use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. No employee or officer may allow any other person to use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. Notwithstanding these general prohibitions, any incidental and minimal use of City resources does not constitute a violation of this section. Nothing in this Statement shall exempt any employee or officer from complying with more restrictive policies of the Department regarding use of City resources, including, without limitation, the Department's e-mail policy.

Example. An employee or officer may use the telephone to make occasional calls to arrange medical appointments or speak with a child care provider, because this is an incidental and minimal use of City resources for a personal purpose.

Example. While arborist technicians are removing a large tree from a neighborhood park, a nearby resident asks one of the staff to remove a tree from his or her front yard. Although the arborist technician may perform work for the resident, the employee may do so only on his or her own time and only when using equipment that does not belong to the City.

- B. USE OF CITY WORK-PRODUCT** - No employee or officer may, in exchange for anything of value and without appropriate authorization, sell, publish or otherwise use any non-public materials that were prepared on City time or while using City facilities, property (including without limitation, intellectual property), equipment and/or materials.
- C. USE OF PRESTIGE OF THE OFFICE** - No employee or officer may use his or her City title or designation in any communication for any private gain or advantage. The following activities are expressly prohibited by this section.
- **USING CITY BUSINESS CARDS** - No employee or officer may use his or her City business cards for any purpose that may lead the recipient of the card to think that the employee or officer is acting in an official capacity when the employee or officer is not.
 - **USING CITY LETTERHEAD, CITY TITLE, OR E-MAIL** - No employee or officer may use City letterhead, City title, City e-mail, or any other City resource, for any communication that may lead the recipient of the communication to think that the employee or officer is acting in an official capacity when the employee or officer is not. (Use of e-mail or letterhead in violation of this section could also violate subsection A of this section, which prohibits use of these resources for any non-City purpose.)
 - **HOLDING ONESELF OUT, WITHOUT AUTHORIZATION, AS A REPRESENTATIVE OF THE DEPARTMENT** - No employee or officer may hold himself or herself out as a representative of the Department, or as an agent acting on behalf of the Department, unless authorized to do so.

- V. PROHIBITION ON GIFTS FOR ASSISTANCE WITH CITY SERVICES** - State and local law place monetary limits on the value of gifts an officer or employee may accept in a calendar year. (Political Reform Act, Gov't Code § 89503, C&GC Code §§ 3.1-101 and 3.216). This section imposes additional limits by prohibiting an officer or employee from accepting any gift that is given in exchange for doing the officer or employee's City job.

VI. AMENDMENT OF STATEMENT OF INCOMPATIBLE ACTIVITIES

All employees and officers employed with the Recreation and Park Department are responsible for reading the entire Department's Statement of Incompatible Activities which is available through:

- Recreation and Park Department of Human Resources and Department's bulletin boards
- Recreation and Park website www.sfrecpark.org
- Ethics Commission website www.sfethics.org

Get Covered San Francisco!

Find out what your new health insurance options are under the Affordable Care Act



What does Health Care Reform mean to you?

More choices, more benefits, and high quality of care. It also means peace of mind knowing that you can get the medical care you and your family need at a reasonable price.

If you already have health insurance* no action is needed

Enrollment starts October 2013

New health coverage options take effect January 1, 2014

All plans now have to offer key important things:

- Doctor visits
- Preventive care
- Maternity care
- Prescriptions

3 easy ways to enroll:

1. **ONLINE** www.CoveredCA.com
2. **CALL** SF BenefitsNet at (855) 355-5757
M-F 8am-5pm
3. **VISIT** SF BenefitsNet
1440 Harrison Street, SF CA
M-F 8am-5pm

You may qualify for free or lowered cost health insurance

if you are single and your income is less than \$45,960 (or for a family of 4 less than \$94,200). Go ONLINE, CALL, or VISIT to find out more!



California's health insurance marketplace that can help you choose the right health insurance for you and your family. Covered California can also help you pay for your insurance.

Who is Eligible?

- U.S. Citizens and certain legal immigrants



Free, comprehensive health insurance, including doctor visits, hospitalization and prescription drugs.

Who is Eligible?

- U.S. Citizens and certain legal immigrants
- Those with incomes under 138% of the Federal Poverty Level



Don't qualify for Covered California or Medi-Cal?

Healthy San Francisco is a City and County program for those 18-64, who do not have insurance and are not eligible for Covered California or Medi-Cal. Healthy San Francisco provides health access – not health insurance. Call (415) 615-4588 or visit www.healthysanfrancisco.org to learn more.

* Healthy San Francisco is not insurance



WORKERS' COMPENSATION BENEFITS TIME-OF-HIRE NOTICE

THIS NOTICE MUST BE GIVEN TO ALL NEWLY HIRED EMPLOYEES.

What Is Workers' Compensation?

If you get hurt on the job, your department is required by law to pay for workers' compensation benefits. You could get hurt by:

An individual event at work. Examples include but are not limited to hurting your back in a fall, getting burned by a chemical that splashes on your skin, or getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work over time. Examples include but are not limited to hurting your hand, back, or other part of your body from doing the same repeated motion or losing your hearing because of constant loud noise.

—or—

Workplace crime. Examples include but are not limited to getting injured in a store robbery or physically attacked by a customer.

DISCRIMINATION IS ILLEGAL!

It is illegal under Labor Code section 132a for your employer to punish or fire you because you:

- File a workers' compensation claim
- Intend to file a workers' compensation claim
- Settle a workers' compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your department discriminated against you, they may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers' compensation benefits, and costs and expenses set by state law.

Workers Compensation for injured or ill City employees are managed by the Department of Human Resources (DHR)'s Workers Compensation Division (WCD) for most City departments, and by Intercare Holdings Insurance Services Inc. for four City departments (Department of Public Health, Department of Public Works, Department of Human Resources, and City Attorney's Office) and the San Francisco Municipal Transit Agency. Additional information on the City's Self-Insured Workers Compensation Program may be found at <https://www.sf.gov/resource/2023/workers-compensation>.

What Benefits Are Included in Workers' Compensation?

Medical care: Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

Temporary Disability (TD) Benefits: Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary Disability (TD) stops when you return to work, or when the doctor releases you for work, or says your injury has improved as much as it's going to.

Permanent Disability (PD) Benefits: Payments if you don't recover completely. You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates established by state law. The amount of payment is based on:

- Your doctor's medical reports
- Your age
- Your occupation

Supplemental Job Displacement Benefits (SJDB): This is a voucher for up to \$6,000 that you can use for retraining or skill enhancement at an approved school, books, tools, licenses or certification fees, or other resources to help you find a new job. You are eligible for this voucher if:

- You have a permanent disability.
- Your employer does not offer regular, modified, or alternative work, within 60 days after the claims administrator receives a doctor's report saying you have made a maximum medical recovery.

Return-to-Work Supplemental Program: For dates of injury after 1/1/2013, you may qualify for additional money from the Division of Workers' Compensation program known as the Return-to-Work Supplement Program (RTWSP) if you received the Supplemental Job Displacement Voucher (SJDB). If you have questions or think you qualify, contact the Information & Assistance Unit by calling 1-800-736-7401 or visit the website at <https://www.dir.ca.gov/RTWSP/RTWSP.html>.

Death benefits: Payments to your spouse, children or other dependents if you die from a job injury or illness. The amount of payment is based on the number of dependents. The benefit is paid every two weeks at a rate of at least \$224 per week. In addition, workers' compensation provides a burial allowance of up to \$10,000.00.

Are There Any Other Benefits Associated With Workers' Compensation?

State Disability Benefits: You may file a claim with the Employment Development Department (EDD) to get state disability benefits when workers' compensation benefits are delayed, denied, or have ended. There are time restrictions, so for more information, contact the local EDD office or go to their web site at www.edd.ca.gov.

Disability Pay (DP) for Police and Fire Sworn Personnel: Sworn Police and Fire first responders receive Disability Pay, which is a form of salary continuation where the injured employee receives full salary in lieu of Temporary Disability (TD) benefits until they return to work or up to a maximum of 365 days.

Labor Code Section 4850 for all other Sworn Personnel: For all other Sworn Personnel, employees receive LC 4850 salary continuation benefits until the injured employee returns to work or up to a maximum of 365 days within 5 years from the date of injury.

Assault Pay: Assault Pay (also referred to as Battery Pay) is a form of salary continuation where a non-sworn or civilian City employee is injured and temporarily disabled as a result of a criminal assault by another person in the capacity of their duties, as defined by Administrative Code Section 16.170. Assault Pay is payable until the employee returns to work or for a maximum of 12 months.

WORKERS' COMPENSATION FRAUD IS A CRIME!

Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers' compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to \$150,000 and/or serve up to five years in jail.

What Should I Do if I Have an Injury?

Report Your Injury to Your Supervisor!

Tell your supervisor right away no matter how slight the injury may be. Don't delay – there are time limits to filing a claim. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job. For work-related injuries that happen over time, you have one year from when you realized your injury was job related to file a claim. If you cannot report to the employer or don't hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

You may be able to find the name of your employer's workers' compensation insurer at www.caworkcompcoverage.com. If no coverage exists or coverage has expired, contact the Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE as all employees must be covered by law.

PARTY RESPONSIBLE FOR HANDLING THE CLAIM	
City and County of San Francisco Department of Human Resources Workers' Compensation Division	Intercare Holdings Insurance Services, Inc.
1 South Van Ness Ave, 4th Floor San Francisco, CA 94103	PO Box 211012 Eagan, MN 55121
PHONE	
(628) 652-0880	(916) 677-2500

Get Emergency Treatment if Needed

If it's a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your department may tell you where to go for treatment.

Emergency Telephone Number
<p>For emergency medical care, call 911.</p> <p>For non-emergency medical care, contact your department, the workers' compensation claims administrator, or go to any of the approved designated medical facilities listed at https://www.sf.gov/designated-medical-treatment-facilities</p>

Fill Out DWC 1 Claim Form and Give It to Your Department Contact or DPO

Your employing department must give you a [DWC 1 Claim Form](#) within one working day after learning about your injury or illness. Complete the employee portion, sign, and give it back to your supervisor, DPO, or designated WC contact. The WC contact at your department will then file your claim with the claims administrator. The City must authorize treatment within **one working day** of receiving the DWC 1 claim form. If the injury is from repeated exposures, you have **one year** from when you realized your injury was job related to file a claim.

In either case, you may receive up to \$10,000 in employer-paid medical care until your claim is either accepted or denied. The City (CCSF WCD or Intercare) has **up to 90 days** to decide whether to accept or deny your claim. For injuries presumed to be work related for first responders, the timeframe to decide liability is shortened to 75 days. Otherwise, your case is presumed payable. Your employer or the claims administrator will send you "benefit notices" that will advise you of the status of your claim.

What Else Should I Know About Medical Care?

What is a Primary Treating Physician (PTP)?

This is the doctor with overall responsibility for treating your injury or illness. They may be:

- The doctor you name in writing *before* you get hurt on the job,
- A doctor from the medical provider network (MPN),
- The doctor chosen by your employer during the first 30 days of injury if your employer does not have an MPN, or
- The doctor you chose after the first 30 days if your employer does not have an MPN.

What is a Medical Provider Network (MPN)?

An MPN is a select group of health care providers who treat injured workers. The City and County of San Francisco has an established MPN (#1258) for all injuries and illnesses on the job. As such, if you have not named a doctor before you get hurt, you will see a MPN doctor. After your first visit, you are free to choose another doctor from the MPN list. The City's Medical Provider Network listing may be found here: <https://www-lv.talispoint.com/intermed/ccsfmpn/>.

What is Predesignation?

Predesignation is when you name your regular doctor to treat you if you get hurt on the job. The doctor must be a medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or a medical group with an M.D. or D.O. You must name your doctor in writing *before* you get hurt or become ill. You may predesignate a doctor if you have health care coverage for non-work injuries and illnesses.

The doctor must have:

- Treated you,
- Maintained your medical history and records before your injury, and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

You may use the [Predesignation of Personal Physician Form](#) included with this notice. After you fill in the form, be sure to give it to your Department Personnel Officer (DPO) and also to Intermed CCS as described on the form.

Are There Any Limits to Chiropractic Visits?

With some exceptions, state law does not allow a chiropractor to continue as your treating physician after 24 visits. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management.

Exceptions to 24 visits include postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule, or if your claims administrator has authorized additional visits in writing.

What if There Is a Problem?

If you have a concern, speak up. Talk to your department or adjuster handling your claim and try to solve the problem. If this doesn't work, get help by trying the following:

Contact the State Workers' Compensation Information and Assistance Unit. For claims that are not covered by the City's Alternate Dispute Resolution Program, you may contact the Division of Workers' Compensation (DWC) Information and Assistance (I&A) Unit. All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California's workers' compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free. To contact the nearest I&A Unit, call 1-800-736-7401 or go to <https://www.dir.ca.gov/dwc/ianda.html>.

The Nearest State Workers' Compensation Information and Assistance Unit Is Located At:
Address: 455 Golden Gate Ave, 2nd Floor, San Francisco CA 94102
Phone: (415) 703-5020

Alternate Dispute Resolution Program for Police and Fire Sworn Personnel.

Labor Code Section 3201.7 allows employers and unions to form a labor-management Alternative Dispute Resolution Program (ADR), commonly known as a "carve-out", to resolve Workers Compensation disputes that otherwise would be resolved through the state administered process overseen by the California Division of Workers Compensation.

The City and County of San Francisco (CCSF) has entered into an agreement with the San Francisco Police Officers Association and the San Francisco Firefighters Local 798 to resolve workers compensation disputes through a carve-out for all injuries sustained and/or claimed on or after 7/1/19 by current and retired employees covered by these two labor organizations. Additional information on the Carve-Out program may be found on DHR's website here: <https://www.sf.gov/alternative-dispute-resolution-program>.

Workers Compensation injury claims covered under the Carve-Out Agreement entitle you to:

- The services of an employee organization approved Ombudsperson, Maria B. Mariotto, who serves as a Member Advocate to assist injured employees in resolving any problems you may have during the course of your claim.
- Resolution of medical treatment and medical-legal disputes using Independent Medical Evaluators (IME) approved by your labor representatives.
- An ADR Program Director who approves settlements and is responsible for overall program oversight.
- Mediators and Arbitrators approved by your labor organization who can efficiently resolve legal disputes as they arise.

Injured Employees covered under CCSF's ADR program may contact the adjuster assigned to their claim, or their Ombudsperson and Member Advocate, Maria B. Mariotto, at (415)932-6770 for any questions or concerns on a claim.

Consult with an attorney

Most attorneys offer one free consultation. If you decide to hire an attorney, their fees may be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at **(415) 538-2120** or go visit their website at www.californiaspecialist.org. You may also get a list of attorneys from your local I&A Unit by calling **1 (800) 736-7401**.

WARNING!

The City generally will not pay workers' compensation benefits if you get hurt in a voluntary off-duty recreational, social or athletic activity that is not part of your work-related duties.

ADDITIONAL RIGHTS

You may also have other rights under the Americans with Disabilities Act or the California Fair Employment and Housing Act. For additional information, contact California Civil Rights Department at 1 (800) 884-1684 or the Equal Employment Opportunity Commission at 1 (800) 669-4000.

The information contained in this notice conforms to the informational requirements found in Labor Code sections 3551 and 3553 and California Code of Regulation, Title 8, sections 9880 and 9883. This document is approved by the Division of Workers' Compensation Administrative Director.

Please visit the California Division of Workers' Compensation website at www.dwc.ca.gov or call 1 (800) 736-7401.

California Department of Industrial Relations
1515 Clay Street, 17th Floor
Oakland, CA 94612



PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- On the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- Your employer offers group health coverage;
- The doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries;
- Prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- Prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

Please send this notice directly to Intercare at the address below, provide a copy to your departmental personnel office, and keep a copy for your records.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (Name of your employer)

If I have a work-related injury or illness, I choose to be treated by:

Name of doctor (M.D., D.O. or medical group): _____

Street address, city, state & ZIP: _____

Telephone number: _____ Fax number: _____

Employee name (please print first, middle, last): _____

Employee E-Mail: _____

DSW number: _____

Employee address: _____

Employee signature _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____

(Physician or designated employee of the physician or medical group)

*The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).
DWC FORM 9783 (7/2014)*

EMPLOYEE: Return original form to –
ATTN: MPN Department
InterMed CCS
PO BOX 358
Roseville, CA 95661
Or Email: MPNMedicalAssistant@intermedccs.com



BENEFICIOS POR COMPENSACIÓN TRABAJADOR AVISO DE CONTRATACIÓN

ESTE AVISO DEBE DARSE A TODOS LOS EMPLEADOS RECIÉN CONTRATADOS.

¿Qué es la compensación trabajador?

Si se lesiona en el trabajo, su departamento está obligado por ley a pagar los beneficios del compensación trabajador. Puede lesionarse por:

Un evento individual en el trabajo. Algunos ejemplos son, entre otros, hacerse daño en la espalda con una caída, quemarse con un producto químico que le salpique la piel o lesionarse en un accidente de coche mientras hace repartos.

—o—

Exposiciones repetidas en el trabajo a lo largo del tiempo. Algunos ejemplos son, entre otros, las lesiones en las manos, la espalda u otra parte del cuerpo por realizar el mismo movimiento repetido o la pérdida de audición por ruidos fuertes y constantes.

—o—

Delitos laborales. Por ejemplo, resultar herido en un robo a una tienda o ser agredido físicamente por un cliente.

¡LA DISCRIMINACIÓN ES ILEGAL!

Según el artículo 132a del Código Laboral, es ilegal que su empleador le castigue o despidan porque usted:

- Presenta una reclamación de indemnización por accidente laboral.
- Tiene la intención de presentar una reclamación del compensación trabajador.
- Resuelve una reclamación del compensación trabajador.
- Testifica o tiene la intención de testificar a favor de otro trabajador lesionado.

Si se determina que su departamento le discriminó, puede ordenársele que le reincorpore a su puesto de trabajo. También se puede obligar a la empresa a pagar los salarios perdidos, el aumento de los beneficios del compensación trabajador y los costos y gastos establecidos por la ley estatal.

La División de Compensación Trabajador (WCD, por sus siglas en inglés) del Departamento de Recursos Humanos (DHR, por sus siglas en inglés) gestiona las lesiones por accidentes laborales de los empleados municipales lesionados o enfermos de la mayoría de los departamentos municipales, mientras que Intercare Holdings Insurance Services Inc. gestiona las lesiones de cuatro departamentos municipales (Departamento de Salud Pública, Departamento de Obras Públicas, Departamento de Recursos Humanos y Oficina del Abogado de la Ciudad) y de la Agencia Municipal

de Tránsito de San Francisco. Para más información sobre el programa de compensación trabajador de la Ciudad, visite <https://www.sf.gov/resource/2023/workers-compensation>.

¿Qué beneficios incluye la indemnización por accidentes laborales?

Atención médica: Pagada por su empleador para ayudarle a recuperarse de una lesión o enfermedad causada por el trabajo. Las visitas al médico, los servicios hospitalarios, la fisioterapia, las pruebas de laboratorio y las radiografías son algunos de los servicios médicos que pueden darse. Estos servicios deben ser necesarios para tratar su lesión. Algunos servicios, como la fisioterapia, la terapia ocupacional y la quiropráctica, están limitados.

Beneficios por Incapacidad Temporal (TD): Pagos si pierde salario porque su lesión le impide realizar su trabajo habitual mientras se recupera. El monto que puede percibir es de hasta dos tercios de su salario. Existen límites mínimos y máximos de pago establecidos por la legislación estatal. Se le pagará cada dos semanas si cumple los requisitos. Para la mayoría de las lesiones, los pagos no pueden superar las 104 semanas en un plazo de cinco años a partir de la fecha de la lesión. La Incapacidad Temporal (TD, por sus siglas en inglés) termina cuando usted se reincorpora al trabajo, o cuando el médico le da el alta para trabajar, o dice que su lesión ha mejorado todo lo que va a mejorar.

Beneficios por Incapacidad Permanente (PD): Pagos si no se recupera completamente. Le pagarán cada dos semanas si cumple los requisitos. Existen unos montos de pago semanales mínimas y máximas establecidas por la legislación estatal. El monto del pago se basa en:

- Los informes médicos de su doctor.
- Su edad.
- Su profesión.

Beneficios Complementarios por Desplazamiento Laboral (SJDB): Se trata de un vale de hasta \$6,000 que puede utilizar para actualización o mejora de habilidades en una escuela aprobada, libros, herramientas, licencias o tasas de certificación u otros recursos que le ayuden a encontrar un nuevo empleo. Puede optar a este vale si:

- Usted sufre una incapacidad permanente.
- Su empleador no le ofrece un trabajo regular, modificado o alternativo, dentro de los 60 días posteriores a que el administrador de reclamaciones reciba un informe médico que indique que usted ha logrado una recuperación médica máxima.

Programa Suplementario de Regreso al Trabajo: Para fechas de lesión posteriores al 01/01/2013, usted puede calificar para recibir dinero adicional del programa de la División de Indemnización por Accidentes Laborales conocido como Programa Suplementario de Regreso al Trabajo (RTWSP, por sus siglas en inglés) si recibió el Vale Suplementario por Desplazamiento Laboral (SJDB). Si tiene preguntas o cree que reúne los requisitos, póngase en contacto con la Unidad de Información y Asistencia llamando al 1-800-736-7401 o visite <https://www.dir.ca.gov/RTWSP/RTWSP.html>.

Beneficios por el Muerte: Pagos a su cónyuge, hijos u otras personas dependientes si usted fallece como consecuencia de una lesión o enfermedad laboral. El monto del beneficio depende del número de dependientes. El beneficio se paga cada dos semanas a razón de un mínimo de \$224 semanales. Además, la indemnización laboral prevé un subsidio de sepelio de hasta \$10,000.

¿Existen otros beneficios asociados al Compensación Trabajador?

Beneficios estatales por incapacidad: Puede presentar una reclamación ante el Departamento de Desarrollo Laboral (EDD, por sus siglas en inglés) para obtener prestaciones estatales por incapacidad cuando los beneficios de indemnización por accidente laboral se retrasen, denieguen o hayan finalizado. Existen restricciones temporales, por lo que para más información, póngase en contacto con la oficina local del EDD o visite su sitio web www.edd.ca.gov.

Pago por incapacidad (DP, por sus siglas en inglés) para el personal juramentado de la policía y los bomberos: El personal juramentado de primera intervención de la policía y los bomberos recibe un pago por incapacidad, que es una forma de continuación salarial en la que el empleado lesionado recibe el salario completo en lugar de las prestaciones por incapacidad temporal (TD) hasta que se reincorpore al trabajo o hasta un máximo de 365 días.

Sección 4850 del Código Laboral para el resto del personal juramentado: Para el resto del personal juramentado, los empleados reciben beneficios de continuación salarial, según la sección 4850 del Código Laboral, hasta que el empleado lesionado regrese al trabajo o hasta un máximo de 365 días dentro de los 5 años siguientes a la fecha de la lesión.

Pago por agresión: El pago por ataques (también denominado pago por agresión) es una forma de continuación salarial cuando un empleado municipal civil o no civil resulta herido e incapacitado temporalmente como consecuencia de una agresión criminal por parte de otra persona en el ejercicio de sus funciones, tal y como se define en la Sección 16.170 del Código Administrativo. El pago por agresión es pagadero hasta que el empleado se reincorpore al trabajo o durante un máximo de 12 meses.

¡EL FRAUDE EN EL COMPENSACION TRABAJADOR ES UN DELITO!

Cualquier persona que haga o haga hacer cualquier declaración falsa a sabiendas con el fin de obtener o negar beneficios o pagos de indemnización por accidentes laborales es culpable de un delito grave. Si es declarada culpable, la persona tendrá que pagar multas de hasta \$150,000 y/o cumplir hasta cinco años de cárcel.

¿Qué debo hacer si tengo una lesión?

¡Comunique su lesión a su supervisor!

Informe inmediatamente a su supervisor, por leve que sea la lesión. No se demore, ya que hay plazos para presentar una reclamación. Puede perder el derecho a los beneficios si su empresa no se entera de su lesión en un plazo de 30 días. Si se trata de una lesión o enfermedad que se desarrolla con el tiempo, notifíquela en cuanto sepa que ha sido causada por su trabajo. Para las lesiones relacionadas con el trabajo que se producen con el tiempo, dispone de un año desde que se dio cuenta de que su lesión estaba relacionada con el trabajo para presentar una reclamación. Si no puede informar al empresario o no tiene noticias del administrador de reclamaciones después de haber informado de su lesión, póngase en contacto usted mismo con el administrador de reclamaciones.

Se puede encontrar el nombre de la aseguradora de compensación de trabajador en el sitio www.caworkcompcoverage.com. Si no existe cobertura o la cobertura ha expirado, comuníquese con la División de Cumplimiento de Normas Laborales en el sitio www.dir.ca.gov/DLSE ya que todos los empleados deben ser cubierto por la ley.

PARTE RESPONSABLE DE LA TRAMITACIÓN DE LA RECLAMACIÓN	
Ciudad y Condado de San Francisco Departamento de Recursos Humanos División del Compensación Trabajador	Intercare Holdings Insurance Services, Inc.
1 South Van Ness Ave, 4th Floor San Francisco, CA 94103	P.O. Box 211012 Eagan, MN 55121
TELÉFONO	
(628) 652-0880	(916) 677-2500

Recibir tratamiento de urgencia si es necesario

Si se trata de una urgencia médica, acude de inmediato a un servicio de urgencias. Informe al médico que lo atienda de que su lesión está relacionada con el trabajo. Su departamento puede indicarle dónde acudir para recibir tratamiento.

Teléfono de emergencia
<p>Para atención médica de urgencia, llame al 911.</p> <p>Para recibir atención médica que no sea de urgencia, póngase en contacto con su departamento, con el administrador de reclamaciones deL compensación trabajador o acuda a cualquiera de los centros médicos designados autorizados que aparecen en la siguiente dirección</p> <p>https://www.sf.gov/designated-medical-treatment-facilities</p>

Complete la forma de reclamación DWC 1 y entrégueselo a la persona de contacto de su departamento o al responsable de personal de su departamento

Su departamento de empleo debe entregarle una [Forma de reclamación DWC 1](#) en el plazo de un día laborable tras conocer su lesión o enfermedad. Complete la parte correspondiente al empleado, fírmela y devuélvala a su supervisor, responsable de personal de su departamento o persona de contacto designada para el WC. El contacto de WC de su departamento presentará entonces su reclamación al administrador de reclamaciones. El Ciudad debe autorizar el tratamiento en el plazo de **un día laborable** a partir de la recepción de la forma de reclamación DWC 1. Si la lesión se debe a exposiciones repetidas, dispone de **un año** desde el momento en que se dio cuenta de que su lesión estaba relacionada con el trabajo para presentar una reclamación.

En ambos casos, puede recibir hasta \$10,000 en concepto de asistencia médica pagada por la empresa hasta que su reclamación sea aceptada o denegada. El Ciudad (CCSF WCD o Intercare) dispone

de **hasta 90 días** para decidir si acepta o deniega su reclamación. En el caso de las lesiones que se presumen relacionadas con el trabajo para los primeros intervinientes, el plazo para decidir la responsabilidad se reduce a 75 días. De lo contrario, su caso se presume indemnizable. Su empresa o el administrador de reclamaciones le enviarán “notificaciones de beneficios” que le informarán del estado de su reclamación.

¿Qué más debo saber sobre la atención médica?

¿Qué es un médico de atención primaria (PTP)?

Es el médico responsable del tratamiento de su lesión o enfermedad. Puede ser:

- El médico que usted nombra por escrito *antes* de lesionarse en el trabajo.
- Un médico de la red de proveedores médicos (MPN, por sus siglas en inglés).
- El médico elegido por su empresa durante los primeros 30 días de la lesión si su empresa no dispone de una MPN.
- El médico que usted elija después de los primeros 30 días si su empresa no dispone de una MPN.

¿Qué es una red de proveedores médicos (MPN)?

Una MPN es un grupo selecto de profesionales médicos que atienden a trabajadores lesionados. El Ciudad y Condado de San Francisco tiene un MPN establecido (#1258) por todos los lesiones y enfermedades del trabajo. Por lo tanto, si no ha designado un médico antes de lesionarse y su empresa utiliza una MPN, le atenderá un médico de la MPN. Después de su primera visita, usted es libre de elegir otro médico de la lista MPN. La lista del Red de proveedores médicos se encuentra aquí: <https://www-iv.talispoint.com/intermed/ccsfmpn/>.

¿Qué es la designación previa?

La designación previa consiste en nombrar a su médico habitual para que le atienda si se lesiona en el trabajo, que debe ser doctor en medicina, doctor en medicina osteopática (D.O.) o un grupo médico con un doctor en medicina o D.O. Debe nombrar a su médico por escrito *antes* de lesionarse o enfermarse. Puede designar previamente a un médico si tiene cobertura sanitaria para lesiones y enfermedades no laborales.

El médico debe:

- Haberlo atendido.
- Haber mantenido su historial médico y los registros antes de su lesión.
- Haber aceptado tratarle por una lesión o enfermedad relacionada con el trabajo antes de que usted se lesionara o enfermara.

Puede utilizar el [formulario de designación previa de médico personal](#) que se incluye con esta notificación. Después de completar el formulario, asegúrese de entregárselo al responsable de personal de su departamento y también a Intermed CCS, tal y como se describe en el formulario.

¿Hay límites para las visitas quiroprácticas?

Con algunas excepciones, la ley estatal no permite que un quiropráctico siga siendo su médico tratante

después de 24 visitas. Una vez que haya recibido 24 visitas quiroprácticas, si sigue necesitando tratamiento médico, tendrá que seleccionar un nuevo médico que no sea quiropráctico. El término “visita quiropráctica” se refiere a cualquier visita a la consulta de un quiropráctico, independientemente de si los servicios prestados implican manipulación quiropráctica o se limitan a la evaluación y el tratamiento.

Las excepciones a las 24 visitas incluyen las visitas de medicina física posquirúrgicas prescritas por el cirujano, o el médico designado por el cirujano, en virtud del componente posquirúrgico del Programa de Utilización de Tratamientos Médicos de la División del Compensación Trabajador, o si su administrador de reclamaciones ha autorizado visitas adicionales por escrito.

¿Y si hay algún problema?

Si tiene alguna duda, comuníquelo. Hable con el departamento o el perito que tramita su reclamación e intente resolver el problema. Si esto no funciona, pida ayuda probando lo siguiente:

Póngase en contacto con la Unidad Estatal de Información y Asistencia en Materia del Compensación Trabajador. Para reclamaciones que no están cubiertos por el Programa de Resolución Alternativa de Disputas del Ciudad, usted puede contactar a la Unidad de Información y Asistencia de la División del Compensación Trabajador (DWC). Las 24 oficinas de la DWC en todo el estado proporcionan información y asistencia en el P.O. Box 1140, Rocklin, CA 95677, sobre los derechos, beneficios y obligaciones bajo las leyes de Compensación Trabajador de California. Los oficiales de Información y Asistencia ayudan a resolver disputas sin procedimientos formales. Su objetivo es conseguirle beneficios completos y oportunos. Sus servicios son gratuitos. Para ponerse en contacto con la Unidad de Información y Asistencia más cercana, llame al 1-800-736-7401 o vaya a [https:// www.dir.ca.gov/dwc/ianda.html](https://www.dir.ca.gov/dwc/ianda.html).

La unidad estatal de información y asistencia en materia del Compensación Trabajador más cercana se encuentra en:

Dirección: 455 Golden Gate Ave, 2do piso, San Francisco CA 94102

Teléfono: (415) 703-5020

Programa de Resolución Alternativa de Conflictos para el Personal Jurado de Policía y Bomberos

La Sección 3201.7 del Código Laboral permite a los empleadores y sindicatos formar un Programa de Resolución Alternativa de Disputas (ADR, por sus siglas en inglés), comúnmente conocido como “separación”, para resolver disputas de indemnización por accidentes laborales que de otro modo se resolverían a través del proceso administrado por el estado y supervisado por la División del Compensación Trabajador de California.

El Ciudad y el Condado de San Francisco (CCSF, por sus siglas en inglés) han llegado a un acuerdo con la Asociación de Oficiales de Policía de San Francisco y el Local 798 de Bomberos de San Francisco para resolver las disputas del compensación trabajador a través de una excepción para todas las lesiones sufridas y/o reclamadas en o después del 07/01/19 por los empleados actuales y jubilados cubiertos por estas dos organizaciones laborales. Información adicional sobre el programa

Carve-Out se puede encontrar en el sitio web del Departamento de Recursos Humanos aquí:
<https://www.sf.gov/alternative-dispute-resolution-program>.

Las reclamaciones de Indemnización por Accidentes Laborales cubiertas por el Acuerdo de Separación le dan derecho a:

- Los servicios de un defensor aprobada por la Defensora del Empleado, Maria B. Mariotto, que actúa como Defensora del Empleado para ayudar a los empleados lesionados a resolver cualquier problema que puedan tener durante el transcurso de su reclamación.
- Resolución de tratamientos médicos y conflictos médico-legales mediante Evaluadores Médicos Independientes (IME, por sus siglas en inglés) aprobados por sus representantes laborales.
- Un director del Programa de ADR que apruebe los acuerdos y sea responsable de la supervisión general del programa.
- Mediadores y árbitros aprobados por su organización sindical que pueden resolver eficazmente los conflictos jurídicos que surjan.

Los empleados lesionados cubiertos por el programa ADR de la CCSF pueden ponerse en contacto con el perito asignado a su reclamación, o con su Defensora del Empleado, Maria B. Mariotto, llamando al (415)932-6770 para cualquier pregunta o duda sobre una reclamación.

Consulte con un abogado

La mayoría de los abogados ofrecen una consulta gratuita. Si decide contratar a un abogado, sus honorarios pueden descontarse de algunas de sus beneficios. Para obtener los nombres de los abogados del compensación trabajador, llame al Colegio de Abogados del Estado de California al **(415) 538-2120** o visite su sitio web en www.californiaspecialist.org. También puede obtener una lista de abogados llamando al **1 (800) 736-7401**.

¡ADVERTENCIA!

Por lo general, el Ciudad no pagará indemnizaciones por accidentes laborales que se lesionen en una actividad recreativa, social o deportiva voluntaria fuera del trabajo que no forme parte de sus obligaciones laborales.

DERECHOS ADICIONALES

También puede tener otros derechos en virtud de la Ley de Estadounidenses con Discapacidades o la Ley de Empleo y Vivienda Justos de California. Para más información, póngase en contacto con el Departamento de Derechos Civiles de California llamando al 1 (800) 884-1684 o con la Comisión para la Igualdad de Oportunidades en el Empleo llamando al 1 (800) 669-4000.

La información contenida en este aviso se ajusta a los requisitos informativos que se encuentran en las secciones 3551 y 3553 del Código Laboral y en las secciones 9880 y 9883 del Título 8 del Código de Reglamentos de California. Este documento ha sido aprobado por el director Administrativo de la División del Compensación Trabajador.

Visite el sitio web de la División del Compensación Trabajador de California en www.dwc.ca.gov o llame al (800) 736-7401.

Departamento de Relaciones Industriales de California
1515 Clay Street, 17th Floor
Oakland, CA 94612



DESIGNACIÓN PREVIA DE MÉDICO PARTICULAR

En caso de que usted sufra una lesión o enfermedad relacionada con su empleo, usted puede recibir tratamiento médico por esa lesión o enfermedad de su médico particular (M.D.), médico osteópata (D.O.) o grupo médico si:

- En la fecha de su lesión laboral usted tiene cobertura de atención médica para lesiones o enfermedades no laborales
- Su empleador le ofrece un plan de salud grupal
- El médico es su médico familiar o de cabecera, que será un médico que ha limitado su práctica médica a medicina general o que es un internista certificado o elegible para certificación, pediatra, gineco-obstetra, o médico de medicina familiar y que previamente ha estado a cargo de su tratamiento médico y tiene su expediente médico
- Su "médico particular" puede ser un grupo médico si es una corporación o sociedad o asociación compuesta de doctores certificados en medicina u osteopatía, que opera un integrado grupo médico multidisciplinario que predominantemente proporciona amplios servicios médicos para lesiones y enfermedades no relacionadas con el trabajo.
- Antes de la lesión su médico está de acuerdo a proporcionarle tratamiento médico para su lesión o enfermedad de trabajo
- Antes de la lesión usted le proporcionó a su empleador por escrito lo siguiente: (1) notificación de que quiere que su médico particular le brinde tratamiento para una lesión o enfermedad de trabajo y (2) el nombre y dirección comercial de su médico particular.

Puede usar este formulario para notificarle a su empleador que desea que su médico particular o médico osteópata le proporcione tratamiento médico para una lesión o enfermedad de trabajo y que los requisitos mencionados arriba han sido cumplidos.

Por favor, envíe este aviso directamente a Intercare en el abordar a continuación, proporcionar una copia a la oficina de personal del departamento y guardar una copia para sus archivos.

NOTICIA DE DESIGNACIÓN PREVIA DE MÉDICO PARTICULAR

Empleado: Rellene esta sección.

A: _____ (Nombre del empleador)

Si sufro una lesión o enfermedad de trabajo, yo elijo recibir tratamiento médico de:

Nombre del medico (M.D., D.O. o grupo medico): _____

Dirección, ciudad, estado, código postal: _____

Número de teléfono: _____ Número de fax: _____

Nombre del empleado (por favor imprima primero, último centro): _____

E-mail del empleado: _____

DSW número: _____

Domicilio del empleado: _____

Firma del empleado _____ Fecha: _____

Médico: Estoy de acuerdo con esta Designación Previa:

Firma: _____ Fecha: _____
(Médico o Empleado designado por el Médico o Grupo Médico)

El médico no está obligado a firmar este formulario, sin embargo, si el médico o empleado designado por el médico o grupo médico no firma, será necesario presentar documentación sobre el consentimiento del médico de ser designado previamente de acuerdo al Código de Reglamentos de California, Título 8, sección 9780.1(a)(3). FORMULARIO 9783 DE LA DWC (7/2014)

EMPLEADO: Devuelve formulario original —

ATTN: MPN Department

InterMed CCS

PO BOX 358, Roseville, CA 95661

Or Email: MPNMedicalAssistant@intermedccs.com