HOW TO COMPLY WITH THE FAMILY FRIENDLY WORKPLACE ORDINANCE

Is th	e request covered un	der the San Francisco Family Friendly Workplace Ordinance (FFWO)?	
	You have 20 or more en	mployees.	
	You have employees working within the geographic boundaries of San Francisco (includes teleworkers assigned to a San Francisco office).		
	Your employee regular	y works 8 or more hours per week in San Francisco for 6 months or more.	
	mary contributor (a person who is regularly and substantially engaged in providing ongoir wing:	ıg	
	2. A person or person	for whom the employee has assumed parental responsibility; s with a serious health condition in a family relationship with the caregiver; or e 65 or older and in a family relationship with a caregiver.	
If you	u checked <u>all</u> of the above	the FFWO applies and you must follow the steps listed below:	
1	Notices and Posters	Employers must post the FFWO Poster where Employees can easily read it.	
2	FFWO Request	Employee must submit a completed written request that identifies the arrangement needed to meet the articulated caregiving need. If request was verbal, ask for it to be submitted in writing. Employer reviews the written request and starts the review process. Incomplete: Employer returns the review process. Incomplete: Employer returns the request to the employee explaining why they cannot accept the request (e.g. doesn't have enough info., doesn't articulate a caregiving need, etc.)	
3	Review Process	Upon receiving a completed written request for a specified working arrangement, employer has 21 days to review and respond. If able to accommodate then approve request in writing. If unable to accommodate requested arrangement, engage in an interactive process.	
4	Interactive Process	Meet with employee to discuss alternative arrangements that meet the employee's caregiving need and business operations. If alternative arrangement offered meets employee's caregiving need, even if it is not the preferred arrangement, it is compliant unless the employee raises a valid reason the arrangement will not work. If the employee declines the alternative offered, memorialize the employee's reason for not agreeing to the arrangement. If a compliant alternative is identified, approve alternative arrangement in writing. If after discussing possible alternatives, the employer cannot provide any arrangement without creating an undue hardship, the employer can deny the request with a written explanation of the undue hardship (needs to be specific to employee's situation) and inform the employee of right to reconsideration.	
5	Request for Reconsideration	Employee can file a request for reconsideration within 30 days of receiving a denial. A request for reconsideration should have the following: Clarification on information that the employer misunderstood. Alternative arrangement for the employer to consider with information how this request meets the caregiving needs. Within 21 days of receiving a request for reconsideration, the employer must arrange a meeting to go through an interactive process.	

Employer provides a final decision in writing within 14 days of the meeting and

must provide information to the employee regarding filing a complaint to OLSE.

Final Decision