



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 Supervisors and Managers

What can employees do under this policy?

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

What can't they do under this policy?

- ✓ Make 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 have information about a relationship that violates this policy, what should I do?

- ✓ Both employees in the relationship must report the relationship to the department's human resources representative.
- ✓ Direct employees who come to you to contact your department's HR representative.

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.