



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 04-2006

Date: February 22, 2006
To: Department Heads, Personnel Officers
Employee Organizations
From: Philip A. Ginsburg
Human Resources Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

SUBJECT: Pilot Mediation Program to Resolve Employment Discrimination Complaints

As part of our ongoing Civil Service reform initiatives, I am pleased to announce an exciting new partnership between the Department of Human Resources and UC Hastings College of the Law. DHR and UC Hastings have embarked on a collaborative effort to implement a pilot mediation program to more effectively resolve employment discrimination complaints filed by employees in the City & County of San Francisco.

Mediation is a process in which an impartial third party facilitates communication and negotiation and promotes voluntary decision making by the parties in a disagreement. Mediation is a more resource efficient process than the complaint investigation process allowing differences between parties to be resolved quickly and in a less adversarial manner. Mediation is voluntary and confidential.

The Department of Human Resources Equal Employment Opportunity Division will administer the program, select cases suitable for mediation, and coordinate mediation meetings. Hastings will provide mediators through its Civil Justice Mediation Clinic, a program of Hastings' Center for Negotiation and Dispute Resolution. Mediators will be students in their final semester of law school who have completed coursework in negotiation and practical experience in mediation. They will work in teams of two and be directly supervised by Center faculty. If DHR EEO staff identifies more cases suitable for mediation than Hastings could take during this period, some cases may be referred to DHR's Employee Assistance Program for mediation by professional personnel there.

Upon completion of the pilot mediation program at the end of the Spring 2006 semester, the Department of Human Resources and Hastings College of the Law will assess if the City should establish an on-going mediation program as an alternative means to resolve employment discrimination complaints.

For more information, contact Dorothy Yee at 557-4982 or Samuel Schindler at 557-4953 in the DHR EEO Division.

Cc Mayor Gavin Newsom
Honorable Members of the Board of Supervisors
Honorable Members of the Civil Service Commission