



Fair Chance Ordinance Employer Tool Kit – Video 4 Notice of Final Determination to Revoke Job Offer

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Supervising Compliance Officer



Office of Labor Standards Enforcement

How to get the most out of this video

- Have you watched the FCO Overview Video?
- This is a video in a series. Watch the videos in order.
- Print the presentation slides and have them available to take notes as you watch this video.
- [Print the FCO Employer Tool Kit - https://sfgov.org/olse/fair-chance-ordinance-fco](https://sfgov.org/olse/fair-chance-ordinance-fco)



San Francisco Fair Chance Ordinance (FCO) Compliant Employment Process

Job Posting, Application, & Interview

- Must state that you will consider qualified applicants with arrest & conviction records for employment in compliance with the FCO.
- Can't ask about arrests or convictions.

Hire/Promote

May Conduct Background Check After a Conditional Job Offer (Optional)

- Conduct individualized assessment – Hire?
- Preliminary notice to revoke job offer.
- Reassessment if new information provided – Hire?

Revocation of Job Offer

Final notice to revoke job offer.



Notice of Final Determination to Revoke Job Offer



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Notice of Final Decision to Revoke Job Offer Criteria

1 of 3

The notice of final decision to revoke job offer includes:

1. Clarify if the applicant submitted a response within 7 days of receipt of the notice of preliminary decision to revoke job offer.
2. Specify the documents and information submitted by the applicant during the 7 day period.



Notice of Final Decision to Revoke Job Offer Criteria

2 of 3

The notice of final decision to revoke job offer includes:

3. Was there an error with the background report?
4. Specify the convictions or unresolved arrests that led to the revocation of the job offer



Notice of Final Decision to Revoke Job Offer Criteria:

3 of 3

Notice of final decision to revoke job offer includes:

5. Specify the findings from the individualized reassessment
6. Do you want to offer the applicant another opportunity to submit information and conduct an individualized assessment?
7. Notify the applicant of their right to file a complaint with OLSE and provide the OLSE contact information.



Sample Employer Notice of Final Decision to Revoke Job Offer San Francisco Fair Chance Ordinance

[Date]

Dear [Applicant]:

We are following up about our letter dated [Date of notice], which notified you of our initial decision to revoke (take back) the conditional job offer.

(Please check one:)

- We did not receive a timely response from you after sending you that letter, and our decision to revoke the job offer is now final.
- We made a final decision to revoke the job offer after considering the information you submitted, which included:

[List information applicant provided]

After reviewing the information you submitted, we have determined that there

- was
- was not (check one) an error on your conviction history report.

We have decided to revoke our job offer because of the following convictions or unresolved arrests:

[List convictions and unresolved arrests that led to the decision to revoke offer]

Request for Reconsideration:

(Please check one:)

We do not offer any way to challenge this decision or request reconsideration.

If you would like to challenge this decision or request reconsideration, you may: [Specify the number of days provided for a response and describe the procedure]

Your Right to File a Complaint: If you believe your rights under the San Francisco Fair Chance Ordinance have been violated during this job application process, you have the right to file a complaint with the San Francisco Office of Labor Standards Enforcement (OLSE). To file a complaint:

- Contact the OLSE Fair Chance Unit at fco@sfgov.org or 415-554-5192.
- Go to the OLSE Fair Chance Ordinance website: www.sfgov.org/olse/fco

Sincerely,

[Employer contact person name]

[Employer company name]

[Employer address]

[Employer contact phone number]



This concludes the compliant hiring process!



Office of Labor Standards Enforcement

Contact OLSE

Office of Labor Standard Enforcement – FCO

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1 Dr. Carlton B. Goodlett Place, Room 430

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Email: fco@sfgov.org

Website: www.sfgov.org/olse

FCO

<https://sfgov.org/olse/fair-chance-ordinance-fco>



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