LEGISLATIVE DIGEST

[Administrative Code – Regulating Overtime Available for City Employees]

Ordinance amending Section 18.13.1 of the Administrative Code to limit the overtime worked in any fiscal year by any employee to 25% of regularly scheduled hours and to specify and modify written reports to be submitted regarding overtime information.

Existing Law

Section 18.13.1 of the San Francisco Administrative Code limits overtime worked in any fiscal year by any employee to 30% of regularly scheduled hours, subject to certain exceptions. One of those exceptions, in subsection (b), permits the Director of Human Resources (or the Director of Transportation of the Municipal Transportation Agency, as appropriate) to grant an exemption from this limit in the case of critical staffing shortages.

Section 18.13.1 also requires monthly reporting by the Controller to the Board of Supervisors identifying the five City departments using the most overtime in the preceding month. It requires biannual reporting by the Controller and the Director of Human Resources regarding budgeted salaries, budgeted overtime, actual salary expenditures, projected salary expenditures, and information regarding compliance with the ordinance.

Amendments to Current Law

The proposed amendment to Section 18.13.1 reduces the limit on overtime worked in any fiscal year by any employee from 30% to 25% of regularly scheduled hours. The same exemptions to this limit still apply.

The proposed amendment requires that if the Director of Human Resources (or the Director of Transportation for the Municipal Transportation Agency) grants an exemption under subsection (b) for a critical staffing shortage, that director must provide to the Controller a written explanation of the details justifying the exemption. In connection with the Controller's report to the Board of Supervisors, the Controller must provide the number of exemptions granted based upon a critical staffing shortage and an aggregate analysis of the justification for these exemptions.