

1 [Regulating Overtime for City Employees.]

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3 **Ordinance amending Section 18.3-1 of the Administrative Code, to limit overtime hours**  
4 **to no more than 80 in a regular work week except for work performed by uniformed**  
5 **ranks of the Police and Fire Departments or for emergency or critical service needs, if**  
6 **such emergency or critical service need is approved by appropriate officials.**

7 Note: Additions are single-underline italics Times New Roman;  
8 deletions are ~~strikethrough italics Times New Roman~~.  
9 Board amendment additions are double underlined.  
Board amendment deletions are ~~strikethrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. The San Francisco Administrative Code is hereby amended by amending  
12 and adding to Section 18.13-1, to read as follows:

13 **Sec. 18.13-1. MAXIMUM PERMISSIBLE OVERTIME**

14 (a) No appointing officer shall suffer or permit any employee to work overtime hours  
15 that exceed, in any fiscal year, 16 percent of the number of hours that the employee is  
16 regularly scheduled to work on a straight-time basis in that fiscal year, e.g., 332.8 hours  
17 for a full-time 2080 hour per year employee. For the purpose of calculating the maximum  
18 number of overtime hours an employee is permitted to work under this Section, hours  
19 attributed to vacation shall be deemed included in the hours the employee is regularly  
20 scheduled to work on a straight-time basis in a fiscal year. In no event should an  
21 appointing officer suffer or permit any employee to work more than eighty (80) hours in a  
22 regular work week.

23 (b) ~~An appointing officer may, by written authorization, require an employee to work overtime~~  
24 ~~hours in excess of the limitation set forth in Subsection (a).~~ The Controller and Director of  
25 Human Resources ~~appointing officer~~ shall submit a biannual report to the Board of

1 Supervisors on January 5th and May 1st of each year listing each and every employee  
2 who has worked more than 80 hours in any work week, including the work week and hours in  
3 question. ~~year justifying any excess overtime granted pursuant to this subsection.~~

4 ~~(c) The provisions of Subsection (a) shall not apply to overtime worked by any employee where~~  
5 ~~the City and County of San Francisco incurs no direct or indirect additional costs and where~~  
6 ~~the employee acquires no right to compensatory time off. For the purposes of this Section,~~  
7 ~~"direct or indirect additional costs" includes any additional salary, wages, compensatory time~~  
8 ~~or any other benefit provided at that time or deferred until a later date.~~

9 ~~(cd) The provisions of this section Subsection (a) shall not apply to work performed by~~  
10 ~~members of the uniformed ranks of the Police and Fire Departments or to work~~  
11 ~~performed in the event of an emergency or temporary critical service need upon approval by the~~  
12 ~~Controller and by the Director of Human Resources (or, if appropriate, by the Director of the~~  
13 ~~Municipal Transportation Agency). ~~transit operators and transit operator supervisors of the~~~~  
14 ~~San Francisco Municipal Railway, nurses and other emergency workers employed by the~~  
15 ~~Department of Public Health, or any other employee when the work is required pursuant to a~~  
16 ~~standing directive of the appointing officer to complete a task after the end of the employee's~~  
17 ~~regularly scheduled shift or to fill emergency staff shortages.~~

18 APPROVED AS TO FORM:  
19 DENNIS J. HERRERA, City Attorney

20 By: ELIZABETH S. SALVESON  
21 Chief Labor Attorney