

1 [Updating the provisions of Chapter 18 of the Administrative Code, dealing with City payroll  
2 procedures.]

3 Ordinance amending Chapter 18 of Part I of the San Francisco Municipal Code  
4 (Administrative Code), by amending Sections 18.2, 18.7.1, 18.9, and 18.4, by repealing  
5 Sections 18.3, 18.4, 18.5, 18.6, 18.7, 18.8, and 18.11, by amending Section 18.10 and  
6 renumbering it as Section 2A.32, by amending Section 18.13 and renumbering it as  
7 Section 18.13-1, and by adding Section 18.13-5, all relating to payroll procedures for the  
8 City and County.

9 Note: Additions are *italic; Times New Roman*; deletions  
10 are ~~strikethrough italic; Times New Roman~~  
11 Board amendment additions are double underlined.  
12 Board amendment deletions are ~~strikethrough normal~~.

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

14 Section 1. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
15 amending Section 18.2, to read as follows:

16 **SEC. 18.2. ESTABLISHMENT OF PAYROLL PROCEDURES ~~PREPARATION OF~~**  
17 **~~TIMESHEETS AND PAYROLLS.~~**

18 The Controller shall *establish payroll procedures for the various departments of the City and*  
19 *County. Each department head shall be responsible for adhering to those procedures. ~~prepare~~*  
20 *timesheets and payrolls for the various departments of the City and County and pay warrants or*  
21 *evidence thereof for the employees of said departments. A completed timesheet, together with a payroll*  
22 *based thereon and pay warrants or evidence thereof to accompany each such payroll, shall be*  
23 *prepared for each department or office pursuant to rules and regulations established by the Controller.*  
24  
25

1 Section 2. Chapter 10 of the San Francisco Administrative Code is hereby amended  
2 by repealing Section 18.3.

3 ~~**SEC. 18.3. CONTENTS AND TRANSMISSION OF TIMESHEETS.**~~

4 ~~*Skeleton timesheets or any substitute time collection format therefor as established by the*~~  
5 ~~*Controller shall be prepared by him or her for each department or office and shall be transmitted to the*~~  
6 ~~*department head concerned in advance of the first date on which time is to be recorded on such*~~  
7 ~~*timesheets or substitute therefor. Each such timesheet or substitute therefor shall show the name, civil*~~  
8 ~~*service classification and the rate of pay of each employee included thereon.*~~

9  
10 Section 3. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
11 repealing Section 18.4.

12 ~~**SEC. 18.4. EXCEPTIONS; TIME POSTING BY DEPARTMENT HEAD.**~~

13 ~~*Each department or office, through the head thereof or an employee designated by him or her,*~~  
14 ~~*shall maintain a daily check and a daily posting to the timesheet of the exceptions to the normal work*~~  
15 ~~*schedule of each employee included thereon. All overtime for which extra pay is allowed, and*~~  
16 ~~*vacations, sick leave, and other allowable absences for which no deduction in pay is required, together*~~  
17 ~~*with leaves, suspensions and other absences without pay, shall be reported by the departments to the*~~  
18 ~~*Controller at such times and in such manner as the Controller, by regulation, may require. At the close*~~  
19 ~~*of the period of time covered by the timesheet departmental timekeepers shall total the time worked and*~~  
20 ~~*post the specific appropriation designation to be charged, in accordance with regulations established*~~  
21 ~~*by the Controller.*~~

22  
23 Section 4. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
24 repealing Section 18.5.

1 ~~SEC. 18.5. CERTIFICATION AND DELIVERY OF TIMESHEETS TO CIVIL SERVICE~~  
2 ~~COMMISSION; APPROVAL THEREOF.~~

3 ~~Each timesheet, when completed as required by Section 18.4 hereof, shall be certified as correct~~  
4 ~~by the person responsible for the keeping of such timesheet and by the department head, and shall be~~  
5 ~~delivered to the General Manager of the Civil Service Commission or his or her duly authorized deputy~~  
6 ~~for examination and approval. The General Manager of the Civil Service Commission is hereby~~  
7 ~~authorized to appoint a deputy or deputies for the purpose of receiving and approving departmental~~  
8 ~~timesheets for the Civil Service Commission. Said deputies must be full time employees of the City and~~  
9 ~~County but need not be employees of the Civil Service Commission. Each person so deputized shall be~~  
10 ~~bonded under the provisions of applicable law.~~

11  
12 Section 5. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
13 repealing Section 18.6.

14 ~~SEC. 18.6. PREPARATION OF PAYROLLS AND WARRANTS BY MECHANICAL OR~~  
15 ~~ELECTRONIC EQUIPMENT.~~

16 ~~Payrolls and pay warrants or evidence thereof shall be prepared by the Controller on suitable~~  
17 ~~mechanical or electronic equipment.~~

18  
19 Section 6. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
20 repealing Section 18.7.

21 ~~SEC. 18.7. DELIVERY OF PAY WARRANTS.~~

22 ~~The payroll and pay warrants for each department and office shall be delivered to such person~~  
23 ~~as the department head shall, by writing filed with the Controller, authorize to receive the same, and~~  
24 ~~upon delivery thereof, such person shall receipt to the Controller for said payroll and pay warrants.~~  
25 ~~The head of the department shall thereupon cause such pay warrants to be delivered to the respective~~

1 ~~payees named thereon at or as near as possible to the places of employment of such employees, and the~~  
2 ~~signature of the payee thereon shall constitute an individual receipt to the Controller. There shall be~~  
3 ~~returned by the head of the department to the Controller any pay warrants which, for any reason,~~  
4 ~~cannot be delivered, with notation as to the reason for such non-delivery.~~

5  
6 Section 7. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
7 amending Section 18.7.1, to read as follows:

8 **SEC. 18.7.1. DESIGNATION OF PERSON TO RECEIVE ~~WARRANTS OR CHECKS ON~~**  
9 **DEATH OF EMPLOYEE.**

10 Pursuant to Government Code Section 53245, a person now or hereafter employed by  
11 the City and County of San Francisco may file with his or her appointing officer a designation  
12 of a person who, notwithstanding any other provision of law, shall, on the death of the  
13 employee, be entitled to receive all ~~warrants or~~ checks that would have been payable to the  
14 decedent had he or she survived. The employee may change the designation from time to  
15 time. A person so designated shall claim such ~~warrants or~~ checks from the Controller. On  
16 sufficient proof of identity, the Controller shall deliver the ~~warrants or~~ checks to the claimant.  
17 Effective July 1, 1996, if an employee has not filed a designation of a person to receive his or  
18 her ~~warrants or~~ checks upon his or her demise, any checks ~~or warrants~~ due to that employee  
19 may be made payable to the estate of said employee and delivered by the Controller to the  
20 beneficiary named pursuant to section 16.79 of the Administrative Code.

21  
22 Section 8. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
23 repealing Section 18.8.

24 **~~SEC. 18.8. DELIVERY OF PAY WARRANT TO BANK OR CREDIT UNION.~~**

1           ~~The Controller may, upon the written authorization of an employee, deliver said employee's pay~~  
2 ~~warrant or evidence thereof, to a bank or credit union designated by said employee, and upon delivery~~  
3 ~~thereof, said bank or credit union shall receipt to the Controller for said pay warrant or evidence~~  
4 ~~thereof.~~

5  
6           Section 9. Chapter 10 of the San Francisco Administrative Code is hereby amended by  
7 amending Section 18.9, to read as follows:

8 **SEC. 18.9. BI-WEEKLY PAY PERIODS.**

9           Pursuant to the provisions of Section 6.303 of the Charter, all salaries and wages  
10 earned by employees of the City and County ~~and noncertificated employees of the San Francisco~~  
11 ~~Unified School District~~ shall be payable bi-weekly in accordance with regulations established by  
12 the Controller. ~~Prior to the effective date of this ordinance and subject to the approval of the General~~  
13 ~~Manager of the Civil Service Commission, the Controller shall prepare and distribute a schedule of bi-~~  
14 ~~weekly pay rates for all positions in the classified service of the City and County and the San Francisco~~  
15 ~~Unified School District.~~

16  
17           Section 10. Chapter 10 of the San Francisco Administrative Code is hereby amended  
18 by renumbering Section 18.10 as Section 2A.32, to read as follows:

19 **SEC. 2A.32 ~~18.10~~. PERSONS DESIGNATED TO CERTIFY AS TO OATH OF ALLEGIANCE.**

20           The chief executive officer of each department of the City and County is hereby  
21 designated as the officer in such department who shall ascertain and certify that all officers  
22 and employees within such department have taken the oath of affirmation or allegiance  
23 required by State law. The General Manager of the Civil Service Commission shall ascertain  
24 and certify that each officer so designated has taken such oath or affirmation of allegiance.

1 Section 11. Chapter 10 of the San Francisco Administrative Code is hereby amended  
2 by repealing Section 18.11.

3 ~~**SEC. 18.11. PORT COMMISSION EMPLOYEES PAY.**~~

4 ~~*Except where the Charter provides otherwise, the San Francisco Port Commission is hereby*~~  
5 ~~*authorized to do all acts necessary for the payment of wages to its employees, which acts shall include*~~  
6 ~~*those required to be performed by the Controller.*~~

7 ~~*Any employee of the San Francisco Port Commission who is authorized to sign on the San*~~  
8 ~~*Francisco Port Commission Revolving Fund, from which the employees shall be paid their wages, shall*~~  
9 ~~*be bonded in an amount not less than \$100,000 according to the provisions of Chapter 16, Article IX of*~~  
10 ~~*the San Francisco Administrative Code.*~~

11  
12 Section 12. Chapter 10 of the San Francisco Administrative Code is hereby amended  
13 by amending Section 18.13 and renumbering it as Section 18.13-1, to read as follows:

14 **SEC. 18.13-1 18.13. MAXIMUM PERMISSIBLE OVERTIME.**

15 (a) No appointing officer shall suffer or permit any employee to work overtime hours  
16 that exceed, in any fiscal year, 16 percent of the number of hours that the employee is  
17 regularly scheduled to work on a straight-time basis in that fiscal year. For the purpose of  
18 calculating the maximum number of overtime hours an employee is permitted to work under  
19 this Section, hours attributed to vacation shall be deemed included in the hours the employee  
20 is regularly scheduled to work on a straight-time basis in a fiscal year.

21 (b) An appointing officer may, by written authorization, require an employee to work  
22 overtime hours in excess of the limitation set forth in Subsection (a). The appointing officer  
23 shall submit a biannual report to the Board of Supervisors on January 5th and May 1st of each  
24 year justifying any excess overtime granted pursuant to this subsection. ~~*These reports may be*~~  
25 ~~*combined with any reports required under Subsection (d).*~~

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

6 (d) The provisions of Subsection (a) shall not apply to work performed by members  
7 of the uniformed ranks of the Police and Fire Departments, transit operators and transit  
8 operator supervisors of the San Francisco Municipal Railway, nurses and other emergency  
9 workers employed by the Department of Public Health, or any other employee when the work  
10 is required pursuant to a standing directive of the appointing officer to complete a task after  
11 the end of the employee's regularly scheduled shift or to fill emergency staff shortages.

12 ~~(e) — The provisions of Subsections (e) and (f) shall apply to any department that had actual~~  
13 ~~overtime expenditures of \$25,000 or greater in the immediately preceding fiscal year. The appointing~~  
14 ~~officer of every such department shall submit a biannual report on January 5th and May 1st of each~~  
15 ~~year to the Budget Analyst, with copies to the Board of Supervisors. The report shall include:~~

16 ~~(1) — Budgeted salaries for the immediately preceding fiscal year, budgeted overtime for the~~  
17 ~~immediately preceding fiscal year, and budgeted overtime as a percentage of budgeted salaries for the~~  
18 ~~immediately preceding fiscal year;~~

19 ~~(2) — Actual salary expenditures for the immediately preceding fiscal year, actual overtime~~  
20 ~~expenditures for the immediately preceding fiscal year, and actual overtime expenditures as a~~  
21 ~~percentage of actual salary expenditures for the immediately preceding fiscal year;~~

22 ~~(3) — Actual year to date salary expenditures for the current fiscal year, actual year to date~~  
23 ~~overtime expenditures for the current fiscal year, and actual year to date overtime expenditures as a~~  
24 ~~percentage of actual year to date salary expenditures for the current fiscal year;~~

1           ~~(4) — Projected salary expenditures for the current fiscal year, projected overtime~~  
2 ~~expenditures for the current fiscal year, and projected overtime expenditures as a percentage of~~  
3 ~~projected salary expenditures for the current fiscal year; and~~

4           ~~(5) — Such other information as the Budget Analyst may require.~~

5           ~~The report shall also analyze whether hiring additional part time or full time employees would~~  
6 ~~be more cost effective than current overtime expenditures.~~

7           ~~(f) — The Budget Analyst shall report back to the Board of Supervisors and to the Finance~~  
8 ~~Committee (or such other committee of the Board as is responsible for budgetary matters) by February~~  
9 ~~5th and June 1st, respectively, with its assessment of the departmental reports and the status of City~~  
10 ~~overtime expenditures as a whole. The Budget Analyst's report shall also discuss as appropriate the~~  
11 ~~accuracy and completeness of the information provided by the various departments.~~

12           ~~(g) — The intent of the Board of Supervisors, in adopting this Section, is to establish~~  
13 ~~administrative procedures for the guidance of its appointing officers. It is not assuming, nor is it~~  
14 ~~imposing on the City and County of San Francisco or on its officers or employees, an obligation for~~  
15 ~~breach of which it is liable in money damages to any person who claims that such breach caused~~  
16 ~~injury.~~

17  
18           Section 13. Chapter 10 of the San Francisco Administrative Code is hereby amended  
19 by adding Section 18.13-5, to read as follows:

20 **SEC. 18.13-5. OVERTIME REPORTING.**

21           (a)     The Controller, with the assistance of department heads, shall submit a biannual report  
22 by February 1st and May 1st of each year to the Budget Analyst, with copies to the Board of  
23 Supervisors. The report shall include:



1           (1)     *Budgeted salaries for the immediately preceding fiscal year, budgeted overtime for the*  
2 *immediately preceding fiscal year, and budgeted overtime as a percentage of budgeted salaries for the*  
3 *immediately preceding fiscal year;*

4           (2)     *Actual salary expenditures for the immediately preceding fiscal year, actual overtime*  
5 *expenditures for the immediately preceding fiscal year, and actual overtime expenditures as a*  
6 *percentage of actual salary expenditures for the immediately preceding fiscal year;*

7           (3)     *Actual year-to-date salary. expenditures for the current fiscal year, actual year-to-date*  
8 *overtime expenditures for the current fiscal year, and actual year-to-date overtime expenditures as a*  
9 *percentage of actual year-to-date salary expenditures for the current fiscal year;*

10          (4)     *Projected salary expenditures for the current fiscal year, projected overtime*  
11 *expenditures for the current fiscal year. and projected overtime expenditures as a percentage of*  
12 *projected salary expenditures for the current fiscal year; and*

13          (5)     *Such other information as the Budget Analyst may require.*

14          (b)     *The Budget Analyst shall report back to the Board of Supervisors and to the Finance*  
15 *Committee (or such other committee of the Board as is responsible for budgetary matters) by March 1st*  
16 *and June 1st, respectively, with its assessment of said report and the status of City overtime*  
17 *expenditures as a whole. The Budget Analyst's report shall also discuss as appropriate the accuracy*  
18 *and completeness of the information provided by the Controller.*

19          (g)     *The intent of the Board of Supervisors, in adopting this Section, is to establish*  
20 *administrative procedures for the guidance of its appointing officers. It is not assuming, nor is it*  
21 *imposing on the City and County of San Francisco or on its officers or employees, an obligation for*  
22 *breach of which it is liable in money damages to any person who claims that such breach caused*  
23 *injury.*

1 Section 14. Chapter 10 of the San Francisco Administrative Code is hereby amended  
2 by amending Section 18.14, to read as follows:

3 **SEC. 18.14. EMPLOYEE INFORMATION REPORTS.**

4 (a) Each department or office, through the head thereof or an employee designated  
5 by him or her, shall initially report all employees currently employed by that department or  
6 office, and thereafter shall report all employees who are newly hired or rehired or returning to  
7 work from a lay off, furlough, separation, leave of absence without pay, or termination to the  
8 Controller at such times and in such manner as the Controller, by regulation, may require.

9 (b) It shall be the duty of the Controller to report ~~all of the following~~ information  
10 ~~required by~~ to the State Employment Development Department. :

11 ~~(1) — Those persons employed by the City and County of San Francisco as of January 1, 1994,~~  
12 ~~to whom the Controller anticipates shall be paid earnings by the City and County of San Francisco.~~  
13 ~~This report shall be submitted not later than January 31, 1994, and shall contain the information~~  
14 ~~specified in Paragraph (d) for each employee;~~

15 ~~(2) — The hiring of any person by the City and County of San Francisco to whom the~~  
16 ~~Controller anticipates shall be paid earnings by the City and County of San Francisco;~~

17 ~~(3) — The rehiring or return to work of any person who has been laid off, furloughed,~~  
18 ~~separated, granted a leave without pay, or terminated from employment, and to whom the Controller~~  
19 ~~anticipates shall be paid wages by the City and County of San Francisco. The Controller shall not~~  
20 ~~report any of the following persons: (1) any person who is paid wages of less than \$300 each month,~~  
21 ~~(2) any person who is under 18 years of age.~~

22 ~~(c) — The Controller shall submit a report within 30 days of hiring, rehiring, or return to work~~  
23 ~~of any person on whom the Controller is required to report pursuant to this Section.~~

24 ~~(d) — Reports shall contain all of the following:~~

25 ~~(1) — The first initial and last name and social security number of the employee(s);~~

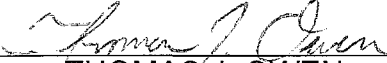
1           ~~(2) — The name, address, and state employer identification number of the employer.~~

2           ~~The report may be submitted by filing a copy of the employee's W-4 form, any hiring document,~~  
3 ~~or a form provided by the Employment Development Department, by mail or telefaxing or by any other~~  
4 ~~means that is authorized by the Employment Development Department and that will result in timely~~  
5 ~~reporting.~~

6           ~~(e) — For purposes of this Section, "wages" means the same as defined in Section 926 of the~~  
7 ~~Unemployment Insurance Code.~~

8  
9  
10 APPROVED AS TO FORM:

11 LOUISE H. RENNE, City Attorney

12  
13 By:   
14           THOMAS J. OWEN  
15           Deputy City Attorney



# City and County of San Francisco

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

## Tails

## Ordinance

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**File Number:** 001922

**Date Passed:**

Ordinance amending Chapter 18 of Part I of the San Francisco Municipal Code (Administrative Code) by amending Sections 18.2, 18.7.1, 18.9, and 18.4, by repealing Sections 18.3, 18.4, 18.5, 18.6, 18.7, 18.8, and 18.11, by amending Section 18.10 and renumbering it as Section 2A.32, by amending Section 18.13 and renumbering it as Section 18.13-1, and by adding Section 18.13-5, all relating to payroll procedures for the City and County.

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December 11, 2000 Board of Supervisors — PASSED, ON FIRST READING

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

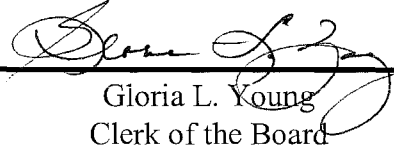
December 18, 2000 Board of Supervisors — FINALLY PASSED

Ayes: 9 - Ammiano, Becerril, Bierman, Brown, Kaufman, Leno, Newsom, Yaki, Yee

Absent: 2 - Katz, Teng

File No. 001922

I hereby certify that the foregoing Ordinance was FINALLY PASSED on December 18, 2000 by the Board of Supervisors of the City and County of San Francisco.



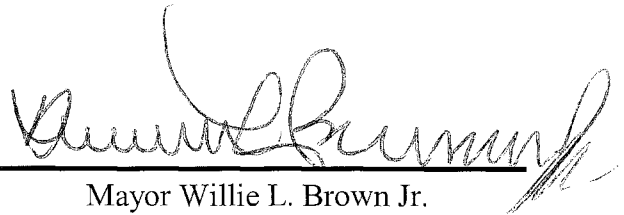
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Gloria L. Young  
Clerk of the Board

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DEC 28 2000

Date Approved



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Mayor Willie L. Brown Jr.