

## **ADMINISTRATIVE CODE**

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

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

(b) An appointing officer may, by written authorization, require an employee to work overtime hours in excess of the limitation set forth in Subsection (a). The appointing officer shall submit a biannual report to the Board of Supervisors on January 5th and May 1st of each year justifying any excess overtime granted pursuant to this subsection.

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

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

**(Formerly Sec. 18.13; added by Ord. 211-88, App. 5/25/88; amended by Ord. 138-95, App. 5/5/95; Ord. 428-97, App. 11/17/97; amended and renumbered by Ord. 327-00, File No. 001922, App. 12/28/2000)**