



Overtime Rules and Reporting (Re-issue DB 15-007)

The purpose of this Department Bulletin is to provide members with a summary of Department's overtime rules and reporting.

Commanding officers and officers-in-charge are responsible for determining the necessity of overtime worked in their districts and assignments and for taking measures to ensure that the amount of overtime worked is kept to a minimum.

Eligibility for Voluntary Overtime:

The work week, for the purpose of calculating overtime, is from Saturday at 00:01 hours through Friday at 23:59 hours.

Members must work in excess of their regularly scheduled 8, 9 or 10 hour work day or 35, 40 or 45 hour work week during that period to be eligible to receive overtime at a compensation rate of time and a half. If a member does not complete his/her regularly scheduled 8, 9 or 10 hour work day or 35, 40 or 45 hour work week, he/she will be paid at straight time for voluntary overtime.

An 8, 9 or 10 hour work day and a 35, 40 or 45 hour work week include the use of vacation (VA) and legal holiday (LH) for purposes of calculating voluntary overtime.

If members use any other form of discretionary time off or use sick pay (SP), they are not eligible for overtime at the time and a half compensation rate for voluntary overtime. However, they will be compensated at straight pay for these hours worked.

Administrative Code Section "10B"

Members may work for the 10B program while off duty and listed in the HRMS computer system as H, LH, IL, OU or PE during the 10B hours worked.

Members are not eligible to work 10B overtime assignments during hours listed in the HRMS computer system as SP, VA, SN, FH, EH, DP, WC, WS or SL. Members may not work a 10B assignment while on any type of leave from the Department (e.g. Paid or Unpaid Administrative Leave, Union Leave, Witness or Jury Leave, Religious Leave, Educational Leave, Military Leave, Family Medical Leave Act (FMLA), Personal Leave, Family Care Leave, etc.) However, members on intermittent FMLA may be eligible to work a 10B assignment depending on their particular situation. Members should refer to Department Manual DM-13, PLES Manual, for any questions about the 10B Program.

For purposes of calculating compensation rates, members working a 10B assignment are not restricted to discretionary time off rules as indicated for voluntary overtime. Members working a 10B assignment will be compensated at a time and a half rate of pay. However, when working 10B assignments, members shall adhere to the Department's overtime limits described below.

Commanding officers, officers-in-charge, and/or members may not alter a member's schedule to permit for the working of a 10B program assignment unless approved by a Deputy Chief.

Department's Overtime Limits

Without the advanced written approval of their Captain or Division Director, members shall not work more than:

- 14 hours in any 24 hour period (including all on-duty hours, overtime assignments and secondary employment),
- 20 hours of overtime in one week (either voluntary or mandatory, whether for time or for pay),
- 40 hours of overtime (either voluntary or mandatory, whether for time or for pay) in a single pay period.

These restrictions include a combination of overtime and secondary employment within a single pay period. Once an employee has reached the overtime limits and/or secondary employment limits for the week or the pay period, he/she shall not schedule any additional voluntary overtime (including 10B) for the remainder of that pay period. If a member has previously scheduled voluntary overtime but reaches the overtime/secondary employment limits because of unforeseen incidents that compelled the member to work, the member shall contact his/her commanding officer or the 10B coordinator who will attempt to replace the member for the upcoming voluntary overtime assignment(s).

Voluntary overtime includes, but is not limited to, 10B assignments, all government grant-funded operations, all special fund operations (vehicle theft, real estate fraud, etc.), special events, or other EWW overtime where the member is not specifically required by his/her respective commanding officer to work. Commanding officers, officers-in-charge, and/or members may not alter a member's schedule to permit for the working of voluntary overtime unless approved by a Deputy Chief.

The type of compensation, pay or compensatory time, is not a consideration when tabulating the number of overtime hours worked under these policies.

Members who are scheduled to work Standby Premium (On-Call) are not eligible to work any type of voluntary overtime.

Pursuant to the SFPOA MOU Section 2, paragraph 212.b, effective June 30, 2010, employees may not accumulate a balance of compensatory time in excess of 300 hours.

520 Hour Limits Imposed by Administrative Code Section 18.13-1

In addition to the above Department limitations on overtime, the Board of Supervisors amended Administrative Code Section 18.13-1 to regulate the maximum permissible hours of overtime an employee can earn in a year. During each fiscal year, no commanding officer shall knowingly permit any employee to work overtime hours that exceed 25% of the number of hours that the employee is regularly scheduled to work on a straight-time basis in that fiscal year. The number of overtime hours an employee can earn for this fiscal year is 520 hours for a full-time 2,080 hour per year employee.

Overtime hours worked as part of the 10B program are not included in calculating whether an employee has reached the 520 hour cap. All other overtime hours (including grant funded overtime) are used to calculate the 520 hour cap.

An employee is not allowed to exceed the 520 hour cap during a fiscal year without the prior approval of the Director of the City's Human Resources Department based upon a critical staffing shortage. The only other allowable exemptions from the 520 hour cap are in the case of a disaster or similar emergency situation where overtime assignments become necessary to protect public safety. The Department of Human Resources submits reports to the Board of Supervisors detailing the extent to which each department and its employees are complying with these overtime regulations.

Administrative Code Section 18.13-1 provides that an employee may only work overtime with the prior approval of his/her commanding officer or the officer-in-charge. No employee may assign themselves to work overtime. Overtime will be assigned only when work cannot be completed within normal schedules.

Penalty

Members who violate these policies may be subject to discipline.

When the Department determines that a member worked in excess of the Department's voluntary overtime limits without prior approval, commanding officers shall require the member to complete and submit an Anticipated Voluntary Overtime Work Schedule form (SFPD 501). The member shall submit the form to his/her commanding officer for approval by the Thursday prior to the start of each pay period for a period of 60 days. Commanding officers shall file the Anticipated Voluntary Overtime Work Schedule form in the member's PIP binder.

Completion of Overtime Cards and Required Information

Members filling out overtime cards must select the appropriate number for the "OT CODE" box, (see below) and provide the additional information required for each type of overtime as detailed below. For an overtime card to be authorized, each card must be certified by a supervisor on the back of the card and approved by the commanding officer on the front of the card. Members shall submit the card to the member's commanding officer for approval immediately after the end time of the hours worked listed on the overtime card being submitted. Cards without the information detailed below will be returned to the member for correction and will not be approved until the member provides a corrected card with the required information.

Timekeepers must verify all information that appears on the card before entering the data into the HRMS system. The following overtime codes are used to report overtime in HRMS:

- 10B For overtime relating to 10B PLES. Cards must include the index or 10B billing code.
- OT2 For overtime relating to an investigation. Cards must include the incident report number.
- OT3 For overtime related to an arrest. Cards must include incident report number.
- OT4 For miscellaneous overtime. Cards must include the name of the Commander or Deputy Chief who authorized the miscellaneous overtime. Members shall not work OT4 overtime without the prior approval of the Commander or Deputy Chief in the member's chain of command.
- OT5 For Extended Work Week (event, grant, special fund, work order). Cards must include an event code, grant index code, special fund code or work order from the corresponding operational order that authorized the overtime.

Members with questions about any of the provisions outlined in this Department Bulletin can call their assigned Payroll Clerk at (415) 837-7340.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.

Anticipated Voluntary Overtime Work Schedule

Type of Overtime: EWW (Department, Training, or Grant), 10-B, SE (Secondary Employment),
 Airport (TSA), OT, OE (Comp. Time)

Watch Worked: List work hours if Regular or H, EH, FH, LH, PE, OU, VA, DP, SP

Pay Period: Saturday _____ to Friday _____

UNIT / STATION	RANK	STAR	NAME

FIRST WEEK

DAY OF WEEK	DATE	TYPE OF OVERTIME	START TIME	ENDING TIME	# OF O.T. HOURS	WATCH ASSIGNED
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						

SECOND WEEK

DAY OF WEEK	DATE	TYPE OF OVERTIME	START TIME	ENDING TIME	# OF O.T. HOURS	WATCH ASSIGNED
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						

Anticipated voluntary total for pay period	
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 Member's signature

 Watch Commander's signature

 Date submitted

 Date received

 Captain's signature

 Date received

Note: Any modifications to anticipated schedule must be made and submitted by requesting officer IMMEDIATELY upon knowledge of the change, or no later than one day after return to duty, along with the previously submitted work schedule, noting all changes.

Anticipated Voluntary Overtime Work Schedule

The implementation of this form has been established to provide for the overall health and safety of our members. Members who work in excess of voluntary overtime hours may become fatigued, which could result in a decrease in performance and judgment during the course of normal work or in critical situations.

When it has been determined that a member has worked in excess of 20 hours of voluntary overtime and/or secondary employment within any pay period week (Saturday through Friday), Commanding Officers shall require the member to complete and submit this form.

Forms shall be submitted the pay period prior to the work performed. If the member has requested work and anticipates the possibility of working during normally scheduled days off or during a scheduled work day, but no work has yet been assigned, place a Question Mark (?) in the "Type of Overtime" box and estimate the maximum number of anticipated work hours followed by a Question Mark (?).

Department General Order 11.02 outlines the policy and procedure for members to apply for permission to engage in secondary employment. Secondary employment, EWW, Detailed (10-B) employment, and Airport overtime are a privilege and not a right. Such work will not be permitted to interfere with a member's primary duties and responsibilities of employment by the San Francisco Police Department.

Members shall not work more than twenty (20) hours of voluntary overtime within any pay period week (Saturday – Friday) and no more than forty (40) hours in any single pay period.

Members shall not work more than fourteen (14) hours in any twenty-four (24) hour period. The 14-hour limit includes a combination of on-duty and voluntary overtime assignments and secondary employment. The type of compensation, pay or time, is NOT a consideration when tabulating the number of overtime hours.

Voluntary overtime is any overtime the member voluntarily requests to work. If the member is allowed the option of working or not working the assignment, it is considered voluntary overtime.

Court appearances, holiday pay and other non-voluntary overtime assignments are excluded from the above described overtime restrictions.

Individual members are responsible for compliance with these provisions. Supervisors and coordinators shall report all violations, work performance issues and/or employment restrictions to the individual members' Commanding Officer.