



Suspension of the 'Z' Symbol

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Salaried – ‘Z’ Symbol Employees

- Employees in salaried classifications (i.e. designated with the ‘Z’ symbol) shall work the hours necessary for the full performance of their duties and shall receive no additional compensation for work on holidays or in excess of their regular work schedule, but may be granted compensatory time off according to the applicable Memorandum of Understanding (MOU) or ordinance.
- The ‘Z’ symbol status for a classification can be obtained from the Classification and Compensation database: <http://sfdhr.org/classification-and-compensation-database>



Salaried – ‘Z’ Symbol Employees

Pursuant to Annual Salary Ordinance (ASO) Section 1.3, subject to the fiscal provisions of the Charter and the availability of funds, the [‘Z’ symbol for salaried employees] may be suspended to allow overtime payment, pursuant to approval of the Director of Human Resources. Overtime payments shall be limited to:

“extraordinary circumstances in which employees are required to work a significant number of hours in excess of their regular work schedules for a prolonged period of time, with a limited ability to use compensatory time off.”



Salaried – ‘Z’ Symbol Employees

Four Pronged Definition:

- 1) *extraordinary circumstance(s)*
- 2) *in which employees are required to work a significant number of hours in excess of their regular work schedules*
- 3) *for a prolonged period of time,*
- 4) *with a limited ability to use compensatory time off.*

**All four prongs must be met for a suspension of the ‘Z’ symbol to be approved.*



Four Pronged Definition

1) Extraordinary Circumstances

- The extraordinary circumstances are the trigger requiring employee(s) to work additional hours.
- Generally, something unexpected or unanticipated.
- Not part of regular operations.
- Employees' desire to receive paid overtime in lieu of compensatory time does not qualify.
- The department should consider whether it is possible to spread the additional work out amongst several employees or whether it can hire additional staff for the increased work.

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Four Pronged Definition

2) *in which employees are required to work a significant number of hours in excess of their regular work schedules*

- The amount of additional hours is considerably beyond a few extra hours a week.
- This may consist of employees regularly having to work on their scheduled days off and beyond their normal workday.

**All four prongs must be met for a suspension of the 'Z' symbol to be approved.*



Four Pronged Definition

3) for a *prolonged period of time*

- Employees are working so many hours and reaching, if not exceeding, allowable compensatory time balances.
- This is generally occurring for several months with an unclear end date.
- The 'Z' symbol can be suspended after the compensatory time is accrued, allowing the department to cash out the hours.

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Four Pronged Definition

4) with a limited ability to use compensatory time off

- Employees may not be able to use their discretionary leave during the event, but if they are able to use their leave in the future then compensatory time is appropriate.
- The department should review the employee's compensatory time balance and the employee's recent use of paid leave to determine whether the employee(s) can accrue compensatory time and take the time off currently and/or at a later date.

**All four prongs must be met for a suspension of the 'Z' symbol to be approved.*



Suspension of the 'Z' Symbol

- Requests may be made either prior to or after the onset of the increase in hours worked (i.e., compensatory time may be cashed out after the increased hours are worked).
- Generally, employees must reach their compensatory time cap before being approved to receive overtime in lieu of compensatory time.
- 'Z' designated employees may be approved to receive up to 200 hours of overtime in lieu of compensatory time, at which point they may only receive compensatory time. If the Z symbol is suspended after the onset of the increase in hours worked, employees may be approved to cash out up to 300 hours of compensatory time which reflects the conversion of the 200 hours of overtime.
- Suspending the 'Z' symbol should not be used as a method to circumvent or unreasonably deny an employee the opportunity to take compensatory time off and supervisors should work with employees to schedule and reduce compensatory time off balances.



Information to Provide to DHR

If after the department's review it decides that a suspension of 'Z' request is needed, it should submit a letter to DHR with the following information:

- What extraordinary circumstance(s) is causing the employee to work a significant number of hours in excess of their normal work schedule(s)?
 - Why the employee(s) is required to work a significant number of overtime hours?
 - When is the employee working the additional time?
 - If possible to determine, how long is the situation anticipated to last?
 - If possible to determine, how much overtime is anticipated to be worked?
 - Why hiring additional staff is not an option?
 - Why the employee cannot use compensatory time earned at a later date?
- A department contact person and their phone number.
- Any additional documentation to support the request.