



COMPENSATORY TIME EARNED REQUEST FORM

For classifications 2230, 2232, and 2233

When possible, a request for pre-approval of CTE should be submitted. In all other situations, requests for CTE should be submitted at the end of the work week. In all cases, requests shall be submitted to the physician's supervisor or manager. CTE is granted when an employee works more than 8 hours in a day, or 40 hours in a week, or is held over at the end of their shift in accordance with the guidelines found on the back of this form. CTE is granted at the rate of 1.5x hours worked. CTE may be denied for work not falling within the established guidelines.

NAME: _____ DATE: _____

CLASSIFICATION/TITLE: _____ LOCATION: _____

COMPENSATORY TIME EARNED TOTAL: _____ FOR WEEK ENDING: _____

Table with 4 columns: DATE, START TIME, END TIME, COMP TIME HOURS WORKED. Contains 5 empty rows for data entry.

Reason for CTE Request _____

Employee Signature: _____ Date: _____

Supervisor: Approved _____ Disapproved _____

Reason(s) for Supervisor's Disapproval _____

Supervisor's Signature: _____ Date: _____

DPH and UAPD COMPENSATORY TIME OFF (CTO) GUIDELINES

Physicians employed by the City and County of San Francisco's Department of Public Health (DPH) are medical professionals who serve as clinical leaders in their worksites, and are therefore exempt employees not eligible to receive overtime pay. However, DPH and UAPD acknowledge that situations arise that are beyond physicians' control, (unrelated to individual work style or productivity) which cause doctors to work well in excess of their scheduled time. This is when CTO should be requested.

Examples of such situations applicable throughout all DPH divisions include, but are not limited to:

- Performing the full duties and responsibilities of one's position, but also covering the duties and responsibilities of another employee who is not at work; or covering for a vacant position.
- An urgent or emergent patient requiring extraordinary time and work to manage.
- An urgent or emergent public health situation necessitating work beyond normal scheduled hours.
- Computer hardware, software, or network problems that cause a substantial and demonstrable delay in completing work.
- A physician is assigned a greater number of patients than their acuity-adjusted panel size/case load.
- Special project work not accounted for in a physician's regular schedule.