



# Edina Police Operations Manual

Policy Number  
440.00

Subject:

## PART-TIME EMPLOYMENT

Effective Date  
06/01/1993

Revised Date  
01/30/2020

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### PURPOSE:

To establish uniform guidelines for department members who are interested in working part-time employment.

#### 440. 01 RESTRICTIONS ON PART-TIME WORK

##### Subd. 1 Nature of Employment

Off-duty employment of police officers in a police related capacity must abide by the following guidelines:

- a) Duties and activities performed must be equivalent to the normal functions of a police officer.
- b) Duties must be service and enforcement oriented.
- c) Duties cannot serve private interests or rules. (e.g. security for a club)
- d) Duties cannot violate current laws or rights of persons.
- e) Duties requiring a "police status" must be performed within the jurisdictional limits of the City of Edina, unless authorized by the chief of police.
- f) These guidelines apply to both uniformed and plainclothes employment.
- g) Probationary officers are not permitted to work police related part-time employment unless a supervisor is also scheduled to work the assignment or if authorized by the chief of police or designee.

##### Subd. 2 Limitation of Hours

- a) Outside employment may not interfere with the department member's performance of duties as an employee of the City of Edina.
- b) Department members may not work more than 18 hours per day, (City employment and outside employment combined) except when necessary due to unplanned situations to meet the needs of the department.

#### 440.02 CLASSIFICATIONS OF PART-TIME WORK

Part-time work requests will fall into one of three categories, each with a different procedure for approval, assignment, and manner of payment. Prior to working part-time employment, it must be approved by the chief of police or designee.

**Subject:****PART-TIME EMPLOYMENT****Page 2 of 2****Subd. 1 City Insured Part-Time Employment** (police status has bearing)

- a) The City of Edina will become the employer and pass on the employee costs to the organization requesting part-time police services.
- b) Employment assignment will be based on the existing equity system.
- c) Officers shall track the number of part-time hours works and submit the hours on their timecard. Payment to the officer will be through the City.

**Subd. 2 Department Approved Employers** (police status has bearing)

- a) The prospective employer shall provide documentation that explains the requirements and expectations. The prospective employer must present a certificate of insurance, for a minimum of \$1,000,000/\$500,000 general liability and qualifying workman's compensation coverage.
- b) Employment assignment may or may not be assigned by existing equity system.
- c) Compensation shall be directly from the employer to the department member.

**Subd. 3 Non-Police Related** (police status has no bearing)

The department member shall submit a written request which outlines the following:

- a) Name and address of the employer.
- b) Dates of employment
- c) Anticipated number of hours to be worked each week.
- d) Description of job duties.

**Subd. 4** It will be the responsibility of the department member to organize the part-time work schedule so that it does not conflict with their assigned duties.

**Subd. 5** Compensation shall be directly from the employer to the department member.