

Policy Series 200: Employee Guidelines
245 - Part-Time Employment Program

I. INTRODUCTION

The Part-Time Employment Program has been established to allow the use of funds available from a **vacant budgeted position** to hire part-time worker(s) until the position can be filled with a full-time civilian employee. This program is separate from and does not include the Summer Employment Program.

Part-time workers may consist of high school or college students or retired citizens. Another potential source is former members who resigned to stay home with young children.

Flexibility of work hours is a primary feature of this program. For example two part-time workers may each work four hours in place of one vacant position. Or, one part-time worker may work two eight-hour shifts on Friday and Saturday in place of one vacant position.

II. POLICY

- A. All department policies and directives will apply except as set forth in this policy.
- B. Regular full-time members are not eligible for the Part-Time Employment Program while employed in a full-time status.
- C. Hours of Work
 - 1. Scheduled Work

Part-time employees will not be scheduled to work in excess of:

- a. 8 hours in a 24-hour period
- b. 40 hours in any seven day work week
- c. 999 hours in one calendar year

2. Overtime

Part-time employees will not be allowed to work overtime.

D. Compensation

1. Starting salary for a part-time employee will be 5% above the minimum salary for the pay range of the classification for which the individual is hired. At the beginning of the fiscal year, the salary for part-time employee(s) shall be adjusted to reflect the minimum salary for the respective pay range(s) for the current fiscal year.
2. The part-time employee will be compensated at 5% above the minimum salary unless the individual's skill, responsibility and previous experience would warrant a higher starting salary. The Chief of Police shall approve any starting pay other than minimum salary for the pay range.
3. Upon recommendation by the respective bureau commander and approval by the Chief of Police, an incumbent part-time employee may receive salary increases to an amount greater than the minimum salary for the position.

E. Holiday Pay

1. If a part-time employee is required to work on a holiday, the part-time employee will receive the normal hourly wage for the hours worked.
2. If a part-time employee is not required to work on a holiday, the part-time employee will receive pay only for hours worked in the pay period.

F. Benefits

1. Part-time employees are not eligible for the following:
 - a. Aerobics program
 - b. Civilian Employees' Retirement System
 - c. Compensation for jury duty
 - d. Deferred compensation plans
 - e. Educational assistance
 - f. Education leave

- g. Family leave
- h. Funeral leave
- i. Holiday Pay or Holiday Time
- j. Injury leave in excess of Workers' Compensation
- k. Insurance Plans - group health, dental and life
- l. Limited duty status
- m. Sick leave
- n. Police Benefit Association
- o. Vacation leave
- p. Voluntary physical examination program

- 2. Credit Union - Part-time employees are eligible for membership in the K.C. Police Credit Union.

III. PROCEDURE

A. Vacant Budgeted Position

- 1. Elements wishing to hire a part-time employee(s) until a full time member is found for a **vacant budgeted position**, shall submit a memorandum to the Personnel Division, through the chain of command, indicating the following:
 - a. Unit of assignment
 - b. Job title of the **vacant budgeted position** in question.
 - c. Number of individuals
 - d. Hours of assignment
 - e. Anticipated duration of the assignment
- 2. When a hire slip is filled with a full-time employee, the part-time employee may be furloughed temporarily until the need again exists.
- 3. It shall be assumed a full-time member is needed for all vacant positions. The Personnel Division shall continue to hire persons to work on a full-time basis unless notified otherwise.

B. Change In Status

- 1. A full-time member or part-time member desiring to change employment status must make the request in writing and forward the request through the member's chain of command. If approved, the member must resign current status and be reappointed to the changed status.

2. In the event of a change in employment status, time served in a part-time status is not considered creditable service for purposes of retirement.

C. Validation of Hours Worked

1. Form 149 P.D., Part-Time Employee's Daily Time Record shall be used for timekeeping purposes.
2. The hours worked shall be monitored by the supervisor of the element of assignment and the Personnel Division.
3. A work period verification report will be forwarded to the following elements at the end of each work period to ensure that the hours are closely monitored:
 - a. The element of assignment
 - b. The Personnel Division
 - c. The Payroll Section

Steven C. Bishop
Chief of Police