



KANSAS CITY MISSOURI POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

10-28-2015

EFFECTIVE DATE

10-28-2015

NO.

246

SUBJECT

Policy Series 200: Employment Guidelines
246 - Part-Time and Summer Employment Programs

AMENDS

REFERENCE

D.M.: New Employee Auxiliary and Independent Contractor Orientation Checklist
P.I.: Automated Timekeeping System Procedures

RESCINDS

PPBM 240-3 and 245

I. INTRODUCTION

The Kansas City Missouri Police Department's Part-Time and Summer Intern Employment Programs were established to permit the department to address its non-sworn staffing needs by hiring part-time members on an as-needed basis to fill certain vacant budgeted positions, and hiring interns to assist during the summer months.

This directive sets forth the Department's policy regarding the hiring of part-time members and summer interns and outlines the guidelines and procedures for elements seeking to fill vacant budgeted positions with a part-time member and for elements seeking the temporary/seasonal assistance of a summer intern.

II. POLICY

A. Part-Time Members and Summer Interns

1. Are not required to live within the city limits of Kansas City, Missouri.
2. Must be at least 17 years of age.
3. Must successfully complete a background investigation.
4. Must meet the minimum eligibility requirements for the position assigned.
5. Must respond to the Personnel Records Section,
 - a. On the first day of employment,
 - b. Prior to reporting to the assigned element,
 - c. For issuance of a department identification card that must be worn during hours of assignment.
6. Must maintain possession of any department-issued building access card and/or keys at all times.
7. Must comply with current Department Memorandum entitled, "New Employee Auxiliary and Independent Contractor Orientation Checklist."

8. Summer interns are not required to log into the Policy Acknowledgement SyStem (PASS) and electronically sign each policy.
 9. Must complete the separation process at the conclusion of their employment.
 10. Are at-will employees who may be terminated at any time.
- B. The Employment Section will maintain a file of positions approved for the assignment of a part-time member or summer intern.
- C. The division commander or designee will be responsible for initiating action, including contacting the Personnel Records Section to schedule the separation process, when the service of a part-time member or summer intern is no longer needed, or when the individual separates from the Department for any reason.
- D. Part-time members and summer interns are not eligible for the following:
1. Aerobics Program
 2. Civilian Employees' Retirement System
 3. Compensation while serving jury duty
 4. Deferred Compensation Plan
 5. Tuition Reimbursement
 6. College Incentive Pay
 7. Funeral Leave
 8. Injury Leave
 9. Insurance Plans – group health, dental and life
 10. Limited duty status
 11. Shift differential pay
 12. Sick leave
 13. Vacation leave
 14. Bilingual Skill pay
 15. Quality time (Q)
 16. Paid Leave (EX)
- E. In the event of a change in employment status, time served as a part-time member or summer intern is not considered creditable service for purposes of retirement.
- F. Any exceptions to this policy may be made only by the Chief of Police.

IV. TABLE OF ANNEXES

- A. Part-Time Employment Program
- B. Summer Intern Employment Program

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2015.

Alvin Brooks
Board President

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Policy Acknowledgement SyStem (PASS)

Part-Time Employment Program

The Part-Time Employment Program was established to permit a qualified part-time member to fill a vacant budgeted full-time position. This may be done on a temporary basis until the position can be filled with a full-time non-sworn member or on a permanent basis.

Flexibility of work hours is a primary feature of this program. For example, two part-time members may each work four (4) hours daily to fill a vacant eight-hour position. Or, a part-time member may work on an "as-needed" basis for two (2) or three (3) eight-hour shifts each week in a vacant position.

- A. Regular full-time members are not eligible to participate in the Part-Time Employment Program while employed in a full-time status.
- B. Hours of work will be determined by the supervisor or commander in the element of assignment in compliance with this written directive. Part-time members will neither be scheduled nor permitted to work:
 - 1. In excess of eight (8) hours in a 24-hour period,
 - 2. More than 24 hours in a seven (7) day work week, averaged over a 28-day work period,
 - 3. Overtime, or
 - 4. In excess of 999 hours in a calendar year.
- C. Compensation
 - 1. A part-time member's starting pay rate will be determined by the Director of Human Resources.
 - 2. Part-time members will be eligible to receive annual pay adjustments and anniversary pay increases at the discretion of the Director of Human Resources
 - 3. Part-time members who work on a holiday will receive Holiday Pay in accordance with Department policy.
- D. To request the assignment of a Part-Time Employment Program member(s), the element supervisor or commander must submit a memorandum through the chain of command to the Chief of Police for approval, with a copy to the Human Resources Division and Financial Services Division, indicating:
 - 1. The element of assignment;
 - 2. The position for which a Part-Time Employment Program member(s) is requested;

3. The number of hours to be worked;
 4. The duration of the assignment, if applicable, and
 5. The description of duties/responsibilities, educational, and skill requirements for the applicable position.
- E. When a position occupied by a part-time member has been filled by a full-time member, the part-time member may be furloughed or reassigned.
- F. The Employment Section will continue to recruit and hire individuals to fill full-time vacant budgeted positions to which a part-time member is assigned, unless otherwise directed by the Director of Human Resources.
- G. Validation of Hours Worked
1. Part-Time Employee's Daily Time Record, Form 149 P.D., will be used for timekeeping purposes.
 2. The supervisor and/or the commander of the element to which the Part-Time Employment Program member(s) is assigned will monitor the hours worked by the Part-Time Employment Program member. The supervisor and/or commander of the element of assignment will ensure that the member is neither scheduled nor permitted to work more than the maximum number of hours set forth in this written directive.

Summer Intern Employment Program

The Summer Intern Employment Program provides an opportunity for department elements to secure temporary personnel during the summer months.

- A. The summer employment pool is a pre-determined number of temporary positions established annually by the Chief of Police.
- B. An applicant for summer employment must have graduated from high school or obtained a GED and be currently enrolled in a post-secondary educational institution.
- C. The summer intern:
 - 1. Will be compensated at a pay rate determined by the Chief of Police.
 - 2. Will not work on a holiday and is not eligible to receive holiday pay.
 - 3. Will not work in excess of the Summer Employment Program's maximum number of hours, which are determined annually by the Chief of Police.
 - 4. Will not work in excess of eight (8) hours in a twenty-four (24) hour period.
 - 5. Will not operate any department-owned vehicle, ATV, or motorcycle.
- D. Appointment to a full-time position may be made by following the application for employment process.
- E. To request the assignment of a summer intern, the element supervisor or commander must submit, on or before April 15 of each year, a memorandum through their chain of command to the Chief of Police for approval, with a copy to the Human Resources Division and Financial Services Division, indicating:
 - 1. The element of assignment;
 - 2. The position for which a summer intern is requested;
 - 3. The number of hours to be worked;
 - 4. The duration of the assignment, if applicable, and
 - 5. A description of duties/responsibilities and skill requirements for the position.