



Manual Part: Human Resources (HR)	Policy Number: HR42PO	Alberta Policing Standards: PA 8.3
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Engagement in Extra Employment Policy

Purpose:

To outline the EPS's policy on employees who engage in extra employment activities outside of their responsibilities as EPS employees.

Statement of Principle:

Employees who work for the EPS have a primary occupational obligation to the EPS. EPS employees also have an obligation to avoid conflicts of interest with their work for EPS and/or their status as a police officer.

Given these obligations, the nature of the EPS' business, and the relevant Alberta Policing Standards, EPS employees must abide by certain rules and processes with respect to their engagement in extra employment activities.

Definitions:

Definitions listed in this section apply to this document only with no implied or intended organization-wide or EPS Policy and Procedure Manual wide use.

Conflict of Interest – A situation in which an EPS employee, either for themselves or another person(s), attempts to promote a private or personal interest which results or appears to result in an interference with the objective exercise of their duties as an EPS employee and/or police officer, or a gain or an advantage by virtue of their position with the EPS and/or as a police officer.

Extra Employment Activities – Any employment, business, ongoing volunteer activities, or other similar activities, whether any remuneration is received that is outside of an employee's work for EPS.

Exceptions:

1. This does not include community service work that a sworn member is directed to complete by a Presiding Officer following a disciplinary hearing pursuant to the *Police Act* or that is agreed to as part of a plea arrangement in the context of a disciplinary hearing under the *Police Act*. As such, employees engaged in such



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community service work need not provide the notification or follow the other obligations required for extra employment activities in this policy.

2. This does not include short-term volunteer work with a not-for profit organization (i.e., volunteering at a one day or weekend event). EPS employees that want to apply for volunteering positions with a not-for profit organization and work with that organization for an extended period of time, must follow the approval process outlined in this policy.

Policy Statement:

A. This policy applies to all EPS employees, including sworn employees relieved from duty with or without pay pursuant to the *Police Service Regulation*, except where certain circumstances engage different requirements pursuant to the relevant collective agreements as outlined below.

B. Obligations for Employees Engaged in Extra Employment Activities:

1. Extra employment activities are permissible if such extra employment activities:
 - a. Do not interfere with the employee's performance of their duties as an EPS employee (and as a police officer, if applicable),
 - b. Do not create a conflict of interest, and
 - c. Do not involve the use of any EPS resources.
2. If an employee engages in permissible extra employment activities, they must:
 - a. Notify, in writing, to their direct supervisor regarding:
 - i. The nature of the extra employment activities engaged in, including the type of activity, and the name of the relevant employer, business, organization, etc.
 - ii. A brief explanation as to how the extra employment activity does not interfere with the employee's performance of their duties as an EPS employee (and as a police officer, if applicable) and do not constitute a conflict of interest.



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- b. Following the supervisor's review, the supervisor must identify their support or objection for this extra employment opportunity. If there is an objection, the supervisor must articulate how this work may be a conflict of interest and/or affect the employee's performance at EPS.

Supervisors must review these submissions in a timely manner.

3. Following supervisory review, sworn members must submit, in writing, to the Director in charge of Employee Services Branch (ESB), while civilian employees will submit, in writing, to the Director in charge of Human Resources Support, Labour Relations and Compensation Branch (HRSR) of their extra employment opportunity:

The proposal that was submitted to the employee's supervisor, as outlined under section 2 (i) and (ii), including support or objection from their direct supervisor.

4. Depending on whether the employee is a sworn or civilian employee, either the Director of ESB or HRSR will review the submission and either approve or deny the request. If the request is denied, the Director reviewing the proposal must identify how the request is a conflict of interest and/or affects the employee's performance.

Supervisor(s) and/or the Director can review an employee's extra employment opportunity on an as needed basis or if circumstances change.

5. Employees must provide the above notice anytime they engage in new or changed extra employment activities or if their engagement in extra employment activities are already ongoing upon commencement of employment with the EPS.

In the event that an employee breaches this policy, then they may be directed to cease the extra employment activity or face disciplinary action.

C. Exceptions:

This policy does not exempt unionized employees from being required to seek and obtain prior permission to engage in extra employment activity in specific circumstances pursuant to relevant collective agreements.



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1. Unionized employees must seek and obtain prior permission for extra employment activities if they are in receipt of income replacement (short term disability), long term disability, or WCB benefits in accordance with the applicable collective agreement.
2. Members of Civic Service Union 52 or the Edmonton Police Association must seek and obtain prior permission for extra employment activities if they are on a leave of absence in accordance with the applicable collective agreement.
3. Members of the Edmonton Police Association must seek and obtain prior permission for extra employment activities if they are suspended (as a disciplinary punishment as opposed to a Relief from Duty under the *Police Service Regulation*) pursuant to the applicable collective agreement.