

ORIGINAL

C-11079  
08/24/2016

# Outside Employment Work Agreement and Employer Certification

The Glendale Police Department and Bechtel Corporation  
(Name of Company / Organization)

An Arizona:

Individual  Sole proprietorship  Partnership  Corporation  Association,

Enter into this agreement, subject to the conditions herein, for Outside Employment of police officer(s) and or police employees.

For: Security presence and surveillance of Bechtel office and parking lot.  
(Assignment / Event / Activity)

Printed name of person (s) authorized to request officers: Dave Butcher

Signature of person authorized to request officers:



Title/position: Facilities Services Manager

Telephone Number(s): 602-368-0431

Fax Number: N/A

Job location: 5325 W. 99th Ave, Glendale, AZ 85305

### General Services:

- Three (3) working days prior notice is required when requesting to hire an officer/employee for outside employment. For the purpose of this agreement "Outside Employment" refers to outside employment where the actual or potential use of law enforcement powers is anticipated.
- A Late Notice Fee of \$5 per hour will be added to the hourly rate for any shift that is requested with less than six hours' notice (from the requested shift start time).
- There is a three hour minimum payment required for each position.
- The rate of pay is (Effective Jan. 1, 2017):
  - \$40.00 per hour for Traffic Control
  - \$40.00 per hour if the sale of intoxicating beverages is a factor
  - If the work does not involve traffic control or the sale of intoxicating beverages, the rate is \$35.00 per hour.
- If four or more employees are required, then one will be a supervisor and paid \$5.00 per hour more.
- A Holiday Pay Rate, calculated as time and a half, will be in effect when officers are scheduled to work any of the following days:

New Year's Eve  
 New Year's Day  
 Easter  
 Memorial Day  
 4th of July

Labor Day  
Day before Thanksgiving  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day

- The Outside Employment Work Agreement and Employer Certification forms (Industrial Coverage and General Liability Insurance Coverage) must be completed, filed and accepted by the Glendale Police Department prior to any Outside employment work being performed.

Specific Duties Requested Security Presence and surveillance of Bechtel office and parking lot  
Detailed post orders to be provided at the start of assignment.

**Workers Compensation Coverage:** The hiring agent is required to maintain Workers' Compensation insurance and Glendale Police Department employees are considered employees of the hiring agent for the purposes of the Arizona Workers' Compensation Laws. Any injuries to those employees resulting from employment are the responsibility of the hiring agent.

**Officers are provided workers' compensation coverage by the City of Glendale when they are taking law enforcement action which arises while working for a private employer, provided that the officer is acting within the course and scope of his or her duties as a Glendale Police Officer (that is, taking official police action in the enforcement of local, state and federal laws and ordinances).**

A Certificate of Insurance must be filed with the Glendale Police Department Outside Employment Coordinator prior to the commencement of any staffing under this agreement reflecting in force statutory coverage for Workers' Compensation Insurance and Employers' Liability Insurance with a limit of no less than \$1,000,000. per accident for bodily injury or disease.

Name of Insurance Co: AON Risk Insurance Services West, Inc.  
Policy No: WC49342533      Expiration: 04/01/17

**General Liability Insurance Coverage** is mandatory with bodily injury and personal injury limits no less than one million (\$1,000,000) per occurrence. In the event that there is a third party claim arising out of the use of the officers, the claim and any associated expenses is the responsibility of the hiring agent. A Certificate of Insurance naming the City of Glendale as an additional insured must be filed with the Glendale Police Department Outside Employment Coordinator prior to the commencement of any staffing under this agreement.

Name of Insurance Co: AON Risk Insurance Services West, Inc.  
Policy No: GL 5610595      Expiration: 04/01/17

**Work Requirements and Restrictions**

The primary concerns of the Glendale Police Department regarding officers and police employees working Outside Employment are protecting the employee from hazards that may result directly or indirectly from the employment, conflicts of interest that may arise from the employment, liability and risk management concerns, and providing a professional service to the community. In response to these concerns the Glendale Police Department requires its officers to adhere to the following restrictions:

- Supervisory personnel are required when four or more (4) officers/employees work simultaneously.
- Officers may work off-duty only when certified by the department to do so.

- All assignment of officers will be done through the department coordinator.
- Industrial/Workers Compensation and liability insurance are mandatory.
- Officers will not work weddings, private parties/banquets, except at churches or on church property.
- Officers are not permitted to work where they perform non-police tasks.
- The officers will not work outside the city limits of Glendale in uniform.
- Officers are not permitted to work where adequate officers are not hired to handle the situation safely.
- Officers will be assigned to work off-duty from a rotational assignment list.
- Three working days prior notice must be given when requesting an officer.
- A minimum of 24 hrs. prior notice must be given when canceling a department assigned job. A three (3) hr. charge per employee will be levied in the event of a cancellation without the 24-hr notice.
- There is a three (3) hr. minimum for department assigned jobs.
- **Payment for services is required to be made either at the time of the assignment or no later than a maximum of 21 days after the assignment. It is important to note that if payment is not received within the maximum 21 days then the Glendale Police Department will not authorize further staffing until payment is received in full.**

**For businesses or events where the sale of intoxicating beverages is being consumed:**

- The "Off Duty Coordinator" (ODC) will determine the number of officers, who will work at these locations, but in any event a minimum of two officers will be scheduled.
- Officers will be assigned primarily to the outside of the business to a perimeter position with their primary purpose being the preservation of the peace; however, officers may respond inside when police action is required, after which they will return to their perimeter position.
- If the business is serving alcohol outdoors, officers will only work outside of the serving area.
- Officers will not check forms of personal identification for the purpose of liquor law compliance, but may check identification as part of a police investigation.
- Officers observing liquor violations by employees of the business will summon an on call supervisor to the business and brief the supervisor of the circumstances. The officer will also forward a memo to the ODC for review. The supervisor will then make a determination on the liquor violation and will assign an on duty officer to conduct an investigation and to take the appropriate enforcement action.
- **Officers will make every effort to prevent intoxicated individuals from driving a vehicle away from the premises. Should officers witness an intoxicated individual driving a vehicle from the premises they will attempt to advise radio of the vehicle description, direction of travel and driver description so that the information can be relayed to on duty officers.**

*At the discretion of the Police Chief, any of the foregoing may be altered to meet the needs of the department.*

A completed and approved Outside Employment Work Agreement and proper certificates of insurance for workers' compensation and general liability insurance must be current and on file with the Glendale Police Department Prior to any Outside employment work being performed.

**Miscellaneous**

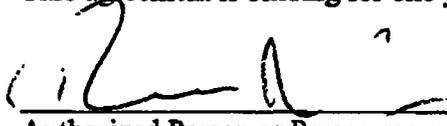
- **Conflict of Interest.** This agreement is subject to the provisions of A.R.S. § 38-511.
- **Immigration Law Compliance.** To the extent applicable under A.R.S. § 41-4401, both parties and their subcontractors performing work or services in connection with this Outside Employment Work Agreement warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-Verify requirements under A.R.S. § 23-214(A). Both parties also agree that any violation of this requirement is deemed a material breach of the contract that is subject to penalties up to and including termination of this agreement. Both parties acknowledge that the other

party retains the legal right to inspect the papers of the other party's contractor and subcontractor employees that perform work pursuant to this agreement in order to verify such compliance. For purposes of this agreement, the term "subcontractor" means a person who contracts to perform work or render service to a contractor or to another subcontractor as part of a contract with a government entity.

- **Non-Discrimination Policies.** Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.
- **No Israel Boycott.** The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35-393.

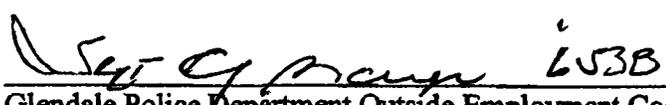
**I have read, understand, and will comply with the above restrictions.** (Please initial)     

This agreement is binding for one year, unless otherwise agreed to, in writing.



Authorized Person or Person responsible for Payment

Date 8/12/2016



Glendale Police Department Outside Employment Coordinator

Date 8/24/16

If you have any questions, please contact the Outside Employment Coordinator:

**Contact Information:**

Outside Employment Coordinator,  
Sgt. C.J. Bayer,  
Phone # 623-930-4078,  
Fax # 623-930-4164,

**Mailing Address**

Glendale Police Department,  
Attn: Sgt. C.J Bayer  
6835 N. 57th Drive  
Glendale, AZ 85301

Revised August 2016 / Bechtel

ATTEST:

  
City Clerk



March 21, 2016

GLENDALE POLICE DEPARTMENT  
Outside Employment Coordinator  
6835 N. 57th Drive  
Glendale, AZ 85301

Re: **Bechtel Corporation, et al.  
Certificates of Insurance Renewal  
April 01, 2016**

Enclosed is a renewal Certificate of Insurance for the captioned.

If this certificate is no longer necessary, please return the original for flat cancellation.

Thank you,

A handwritten signature in black ink, appearing to read "Sheri Reese".

Sheri Reese  
Senior Account Specialist

(415) 486-7436

enclosure

c: Bechtel Risk Management/SF/w/encl.

# CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)  
03/21/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AON RISK INSURANCE SERVICES WEST, INC. 425 Market Street, Suite 2800 San Francisco, CA 94105	PHONE (A/C No. Ext): 415-486-7436	FAX (A/C, No.): 415-486-7040
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
<b>INSURED</b> BECHTEL CORPORATION	INSURER A: INSURANCE COMPANY OF THE STATE OF PA	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**  
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		GL 5610595	04/01/16	04/01/17	EACH OCCURRENCE	\$ 1,000,000		
							DAMAGE TO RENTED PREMISES (Each occurrence)	\$ 100,000		
							MED EXP (Any one person)	\$ 5,000		
							PERSONAL & ADV INJURY	\$ 1,000,000		
							GENERAL AGGREGATE	\$ 1,000,000		
							PRODUCTS-COMP/OP AG	\$ 1,000,000		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Each accident)	\$		
							BODILY INJURY (Per person)	\$		
							BODILY INJURY (Per accident)	\$		
							PROPERTY DAMAGE (Per accident)	\$		
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$		
							AGGREGATE	\$		
								\$		
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) YES NO If Yes, describe under <input type="checkbox"/> <input checked="" type="checkbox"/> DESCRIPTION OF OPERATIONS below	N/A		WC 49342533 (CA)	04/01/16	04/01/17	X	WC STATU-TORY LIMITS	OTH-ER	\$
							E.L. EACH ACCIDENT		\$ 1,000,000	
							E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT		\$ 1,000,000	

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES**  
 Subject to the policy terms and conditions, City of Glendale is included as an additional insured under Bechtel's General Liability policy to same extent as Bechtel's obligation to indemnify City of Glendale for Bodily Injury and Third Party Property Damage under the applicable indemnification clause required under the contract (Outside Employment Work Agreement) between Bechtel and City of Glendale. Additional insured status under the policy is expressly limited to the terms and conditions of said contract.

<b>CERTIFICATE HOLDER</b>  GLENDALE POLICE DEPARTMENT Outside Employment Coordinator 6835 N. 57th Drive Glendale, AZ 85301	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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