



City of Phoenix

2009 – 2010 COMPENSATION AND BENEFITS REFERENCE GUIDE MEET AND DISCUSS UNITS / CITY MANAGER-REPRESENTED UNITS

Confidential Office and Clerical

BENEFIT CATEGORY	008
UNIT CODE	008
ORGANIZATION REPRESENTATIVE	City Manager
NUMBER OF EMPLOYEES (APPROXIMATE)	135
SALARY PLAN(S)	012
CHANGE FROM 2008 – 2009	2.05% eff. 7/13/09
STEP PROGRESSION	9 step range 6 months at Step 1, then 1 year between steps.
WORK WEEK	4 or 5 days; 40-hr week (AR 2.21) (AR 2.14)
<u>PAY</u>	
BILINGUAL PAY	\$50 per month when authorized, certified, and required to use bilingual skills (Pay Ord. 13h)
CALL OUT (CALL BACK)	3 hrs at 1½ x regular rate plus 45 min. travel time. (AR 2.21)
COMPENSATORY TIME LIMITATION	200 hrs. May be paid up to 60 hrs twice per year for annual max of 120 hours. (AR 2.21)
COURT INTERPRETATION & TRANSLATION	\$4 per half-day when exceeds 15-minute minimum, for sustained, word-for-word oral and written assignments. (AR 2.241)

<u>PAY</u>	
LONGEVITY PAY	<p>Qualify: 6 yrs continuous service. 1 yr at top step. Performance meets expectations. (AR 2.19)</p> <p>\$100 (\$125 for employees with 20 yrs up to the 29th yr) semi-annually for each yr in excess of 5 yrs up to and including 19th yr. Semi-annual max = \$1,400/\$3,000 Annual max = \$2,800/\$6,000</p> <p>Qual: 6/29/09, 11/16/09 Paid: 7/17/09, 12/4/09</p> <p>Qualifications for longevity pay are made in the base class and will not be affected by movement into or out of assignment positions or positions within the same pay grade. (AR 2.19)</p>
MILEAGE ALLOWANCE	55.0 cents per mile, effective 1/1/2009 (AR 6.21)
OUT-OF-CLASS	Qualifying period of 10 shifts in 24 months; 6-hr min per shift. (AR 2.20)
OVERTIME	1½ x regular rate over 40 hours/week. (AR 2.21)
PAY FOR PART-TIME EMPLOYEES <i>Also see "INSURANCE FOR PART-TIME EMPLOYEES" in Insurance Section below.</i>	<p>Part-time employees (excluding seasonal employees), may be considered for advancement from Pay Step 1 to Step 2 after completing 1,040 hours of work at Step 1. Advancement from Pay Step 2 to Step 3 and each subsequent step in a grade may be considered after 2,080 hours at each step. (Pay Ord. 11q)</p> <p>When working a City holiday, part-time employees who are non-exempt shall be paid 1½ x regular rate for time worked, up to 8 hours. (AR 2.11)</p>
SHIFT DIFFERENTIAL	<p>\$0.80 per hour – 2nd \$0.80 per hour – 3rd (AR 2.21)</p>
STANDBY	\$3.00 per hour (AR 2.21)
UNIFORMS/CLOTHING ALLOWANCE	Provided for certain employees (AR 2.261)
VACATION SELL BACK	May be paid up to 40 hrs twice per yr for an annual max of 80 hrs, after the employee has used a minimum of 40 hrs of vacation/comp time during the same calendar year. (AR 2.18) (Pay Ord. 17f)

<u>LEAVE OF ABSENCE</u>	
BEREAVEMENT LEAVE	Up to 3 days for death of immediate family member with additional time for air travel if out-of-state. (Personnel Rule 15g)
FAMILY LEAVE	Up to 12 weeks unpaid leave upon the birth/adoption of a child or to care for a seriously ill immediate family member. (Personnel Rule 15e5)
<i>Dependent Care</i>	Up to 5 incidents/40 hours of unscheduled accumulated vacation or compensatory time per calendar year for the dependent care of an immediate family member without the leave being considered a negative factor. (AR 2.30)
<i>Emergency Family Care</i>	Up to 1 shift (8 or 10 hours) of unscheduled sick leave per incident for sudden illness or accident of an immediate family member, or up to 5 days or 40 hours (add'l 2 days if out-of-state travel required) per incident for care of an immediate family member experiencing life-threatening illness or injury. (AR 2.30) (Personnel Rule 15)
<i>Family Leave Management</i>	Employees shall be limited to a maximum of 7 incidents per calendar year for the combination of Dependent and Emergency Family Care without the leave being considered a negative factor (unless the leave qualifies as FMLA leave). (AR 2.30)
<i>Non-Emergency Family Care</i>	Up to 1 day (8 hrs) per calendar year of accumulated sick leave may be used when illness in the employee's immediate family requires employee's absence.
FAMILY/MEDICAL LEAVE	Up to 12 weeks for the birth/adoption of a child, to take care of a seriously ill immediate family member, or an employee's serious health condition. This includes maternity leave taken. (AR 2.143) (Personnel Rule 15c7)
HOLIDAYS	11½ legal holidays. The Christmas Eve half-day holiday is granted only when December 24 falls on the employee's regularly scheduled work day. In the case of continuous or 7-day operations, holidays shall be observed only on the calendar days on which they fall. (AR 2.11)
JURY DUTY	No loss of regular pay – may keep jury pay. (AR 2.24)
MILITARY TRAINING	An employee must be given time off for up to 240 hours/30 days in any two consecutive years. For National Guard and Military Reserve, only workdays are counted. (AR 2.39)
PERSONAL LEAVE	6-month wait for new employees to take personal leave. Confidential Office/Clerical employees receive 33 hours of personal leave. (AR 2.11)

LEAVE OF ABSENCE																									
SICK LEAVE <i>Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below</i>	Unlimited accrual; Hourly: Accrues 10 hours per month (Personnel Rule 15c) (AR 2.30) Upon the in-line-of-duty death of a City employee (or active work/approved leave status for sworn Police employees), the City will pay the full cash value of accrued sick leave existing at the time of the employee's death. (AR 2.43) (Pay Ord. 20j and 20k)																								
VACATION NON-EXEMPT (HOURLY) EMPLOYEES	<table border="1"> <thead> <tr> <th><u>Yrs of Svc</u></th> <th><u>Monthly Accrual Rate***</u></th> <th><u>Max Carryover***</u></th> <th><u>Max Accrual That Can Be Compensated at Separation</u></th> </tr> </thead> <tbody> <tr> <td>0-5th</td> <td>8 hours</td> <td>192 hours</td> <td>240 hours</td> </tr> <tr> <td>6th-10th</td> <td>10 hours</td> <td>240 hours</td> <td>300 hours</td> </tr> <tr> <td>11th-15th</td> <td>11 hours</td> <td>264 hours</td> <td>330 hours</td> </tr> <tr> <td>16th-20th</td> <td>13 hours</td> <td>312 hours</td> <td>390 hours</td> </tr> <tr> <td>21st+</td> <td>15 hours</td> <td>360 hours</td> <td>450 hours</td> </tr> </tbody> </table> <p>New employees must wait 6 months before using vacation. (Personnel Rule 15b) (AR 2.18)</p>	<u>Yrs of Svc</u>	<u>Monthly Accrual Rate***</u>	<u>Max Carryover***</u>	<u>Max Accrual That Can Be Compensated at Separation</u>	0-5th	8 hours	192 hours	240 hours	6th-10th	10 hours	240 hours	300 hours	11th-15th	11 hours	264 hours	330 hours	16th-20th	13 hours	312 hours	390 hours	21st+	15 hours	360 hours	450 hours
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VOTING TIME OFF	Maximum time allowable is time necessary to provide three consecutive hours between opening of polls and start of work or end of work and closing of polls, as required by State law. Must be requested in writing to supervisor three days prior. (AR 2.16)																								
BENEFITS																									
BEHAVIORAL/MENTAL HEALTH	<p>Provided under one of the three medical insurance plans:</p> <ul style="list-style-type: none"> • CIGNA HMO – services provided by CIGNA Behavioral Health, (800) 343-2183 • Blue Cross Blue Shield HMO – services provided by Biodyne, (800) 224-2125 • Blue Cross Blue Shield PPO – services provided by BCBS of Arizona, (800) 232-2345 																								
BUS/LIGHT RAIL CARD	Free (100% subsidized) bus/light rail card (Platinum Pass) available to all active part-time and full-time employees. Contact your payroll clerk, or call Central Payroll at (602) 262-6555.																								
CHILDCARE – MONTHLY FINANCIAL AID	Monthly assistance with childcare expenses for City employees with a gross household income of \$32,500 or less, and one or more children younger than 13 living in the home. Other qualifying criteria also will apply; participants must reapply annually. For information or an application, call the Benefits Office at (602) 262-4777.																								

<u>BENEFITS</u>	
DEFERRED COMPENSATION PLAN – 457	Provides employees with voluntary investment options designed to supplement income at retirement. Employees may choose to defer the lesser of 100% of includable income for 457 deferrals or \$16,500 during calendar year 2009. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282.
DEFINED CONTRIBUTION PLAN – 401(a)	Provides employees with additional option for tax-deferred retirement savings. Eligible employees may make personal contributions to the City 401(a) Plan by electing to defer a designated percentage of their salary to the Plan. 401(a) personal contribution elections are irrevocable. For active employees the 2009 annual maximum is \$49,000. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282. City contributes to 401 (a) on employee's behalf an amount equal to 2.5% of employee's base annual salary. (Pay Ord. 19g)
ELDER CARE	Provides employees, retirees, and their immediate family members with an important, free service to help with the problems of aging parents and other family members. Call EAP Preferred at (602) 534-5433.
EMERGENCY RIDE HOME PROGRAM	Provides cab vouchers for employees who ride the bus, car-pool, van-pool, bike, or walk to and from work at least three days a week. For more information call the Public Works Department, Transportation Coordination at (602) 262-7119.
EMPLOYEE ASSISTANCE PROGRAM (EAP)	Professional counseling for full- and part-time employees for personal, family, and work-related problems, and supervisor referrals for work performance issues. <ul style="list-style-type: none"> Confidential counseling services for personal and work-related problems are available to employees and their immediate household members. For information about EAP counseling services or to schedule an appointment, call the contracted EAP provider, EAP Preferred at (602) 534-5433*. Supervisors who want to consult with the EAP about an employee's work performance issues or have questions about a supervisor referral to the EAP can call EAP Preferred at (602) 534-5433 or the City EAP Coordinator at (602) 262-7216. <p>*All Fire Department Employees and their families call Ron Tapscott at (602) 495-7551 or the contracted EAP provider, CONTACT Behavioral Health Services, at (800) 222-8335. Fire supervisors who want to consult with the EAP about an employee's work performance issues or have questions about a supervisor referral to the EAP also can call Ron Tapscott.</p>
FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM (FLEXRAP)	Flexible Spending Accounts provide pre-tax dollars for eligible health care and dependent care expenses. Call the Benefits Office at (602) 495-5710.

<u>BENEFITS</u>	
HOUSING DISCOUNT PROGRAMS	The “Welcome to Phoenix” and “Make Phoenix Home” programs are designed to offer discounts on mortgage financing as well as exclusive housing discounts for City employees who purchase a primary residence within the city of Phoenix boundaries. Call Chase Home Finance Corporation at (602) 956-6454 for information on mortgage programs. Call the Benefits Office at (602) 262-4777 for a listing of builders participating in the Housing Discount Program.
PREPAID LEGAL PLAN	Provides employees and their families access to legal representation at an affordable price. While not all legal services are covered, the reasonable monthly rate allows employees to have an “attorney on retainer.” Coverage includes wills, powers of attorney, living wills, trusts, and other personal legal services. Contact Hyatt Legal Plans at legalplans.com or (800) 821-6400, or the Benefits Office at (602) 262-4777.
<u>INSURANCE</u>	
COMMUTATION POLICY	City provides coverage for employees commuting directly between home and their job location. Employees have a \$200,000 death benefit and a reduced dismemberment benefit, if the accident occurs within two hours of leaving their home or work. Part-time employees (excluding seasonal & temporary) may qualify for this benefit. Refer to the SelectCare® Life and AD&D Benefits booklet for eligibility requirements. (AR 2.451)
DENTAL INSURANCE	<p>City pays 100% of the monthly premium: \$50.38 for single CIGNA PPO dental coverage, and \$27.99 for single CIGNA DHMO coverage.</p> <p>City pays 75% (\$104.16) of the monthly premium for family CIGNA PPO dental coverage with a \$2,000 annual benefit maximum.</p> <p>City pays 75% (\$57.90) of the monthly premium for family CIGNA DHMO coverage with no annual benefit maximum.</p>
INDUSTRIAL INSURANCE	Industrial insurance pays 2/3 of base wage up to \$3,600 per month for first year. City pays remaining to equal regular net take-home pay. (AR 2.32)
INSURANCE FOR PART-TIME EMPLOYEES	Year-round part-time employees can become eligible for commuter life insurance only after working 12 consecutive months, with at least 24 pay periods with hours worked/paid. Refer to the SelectCare® Life and AD&D Benefits booklet.
LIFE INSURANCE <i>(City coverage includes a provision for continuation of term group life under certain conditions.)</i>	<p>City pays for 1½ x base annual salary basic life, same basic life amount for accidental death & dismemberment, and \$75,000 on-duty protection.</p> <p>Employees may purchase additional coverage for themselves and their dependents.</p>
LONG-TERM DISABILITY INSURANCE	66 2/3% of base wage, starting after three months, continuing to age 80. (AR 2.323)

<u>INSURANCE</u>	
MEDICAL INSURANCE ACTIVE EMPLOYEES	<p>City pays 80% of the monthly premium: \$364.64 for single CIGNA HMO medical coverage and \$1,050.80 for CIGNA HMO family coverage.</p> <p>\$324.88 for BCBS HMO single coverage and \$936.16 for BCBS HMO family coverage.</p> <p>\$372.56 for single BCBS PPO medical coverage and \$1,073.68 for family BCBS PPO medical coverage.</p>
MEDICAL INSURANCE SURVIVORS OF BENEFIT-ELIGIBLE EMPLOYEES	City pays 100% of monthly premium to continue existing medical insurance coverage for dependents of deceased benefit-eligible employees due to in-line-of-duty death; limitations apply. (Pay Ord. 20i) (AR 2.451)
UNEMPLOYMENT INSURANCE	When unemployment is beyond the control of the employee, terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.
<u>TRAINING AND EDUCATION</u>	
TRAINING	Entry and periodic job-related training may be required. Other special training available with supervisory approval (see Employee Training and Development Catalog).
TUITION REIMBURSEMENT	Maximum payment shall be equal to full-time Arizona tuition charged at Arizona State University for two semesters. (AR 2.51) FY 2009 – 2010 tuition fund maximum is \$5,998 .
<i>Textbooks and Lab Fees</i>	Full-time employees who are eligible for tuition reimbursement are eligible for reimbursement of up to \$175 of the tuition fund for textbooks and lab fees associated with classes submitted for reimbursement. (AR 2.51)
<i>Seminar/Workshop/ Conference Professional Membership Reimbursement</i>	Employees may use up to \$450 of the tuition fund for job-related seminars, workshops, and professional memberships. (AR 2.51)

RETIREMENT	
RETIREMENT PROGRAM	<p>Credited service for unused sick leave will exclude any sick leave hours compensated through the Sick Leave Payout at Retirement program (see below). (AR 2.441)</p> <p>General employees are covered by Social Security and the City of Phoenix Employees Retirement System (COPERS). Employee contributes 5% of total wages, while City's contribution is based on actuarial need. To qualify: age 60 with 10 or more yrs of service; age 62 with 5 or more yrs of service; combined age and credited service equals 80 ("rule of 80"); or if totally and permanently disabled after 10 yrs of service (no minimum service requirement if duty-related). Pension is calculated on highest 3 consecutive yrs of the last 10 yrs salary, and total time of service. The benefit increment is 2% for each year up to 32 ½ yrs of credited service and for all unused sick leave. The benefit increase for credited service in excess of 32 ½ yrs is at a lesser rate of 1% each year between 32 ½ and 35 ½ and ½ % each year thereafter. Employees may purchase or transfer eligible service credit in other public retirement systems and active duty military service to be used towards City of Phoenix retirement. Employees may also purchase previous eligible COPERS membership, City of Phoenix full-time temporary and job-share employment. Call the Retirement Office at (602) 534-4400 for additional information.</p>
MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)	<p>Employees eligible to retire in 15 years or less from August 1, 2007, will receive a monthly check (up to \$202) from the City's Medical Expense Reimbursement Plan (MERP) when they retire. Additionally, if you choose City health insurance coverage as a retiree, the City will reduce the health insurance premium deducted from your pension check with a Qualified City Contribution ranging from \$90 to \$375, depending upon your type of coverage; this may include a \$50 City credit for family coverage. If qualified, an additional contribution is calculated if your gross annualized pension amount is less than \$25,000 or less. Questions regarding MERP should be directed to the Benefits Office at (602) 262-4777.</p>
MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)	<p>Employees retiring on or after 7/1/09 receive additional \$100/month if enrolled in City's coverage. Ends when retiree reaches age 65.</p>
POST EMPLOYMENT HEALTH PLAN (PEHP)	<p>This is a 100% employer-paid benefit. Program provides employees eligible to retire in more than 15 years from 8/1/07 (or who were hired on or after 8/1/07), who have a payroll deduction for City medical insurance coverage (single or family) with a PEHP account. This account is to be used by the employee when he/she retires or separates employment with the City for qualified medical expenses (including health insurance premiums). The current administrator of the City's PEHP is Nationwide Retirement Solutions. Any questions regarding PEHP should be directed to Nationwide at (602) 266-2733 or toll-free at (877) 677-3678.</p>
SICK LEAVE PAYOUT AT RETIREMENT	<p>Upon retirement, employees with a minimum of 750 hours of accrued and unused sick leave, excluding the first 250 hours, may elect to be paid for up to 25% of the unused hours at base hourly wage. (AR 2.441)</p>

MISCELLANEOUS	
CAREER CONSULTATION	Career consultation services available to City employees. For information call the Personnel Department, Employment Services at (602) 495-5703.
JOB INFORMATION	Job titles and descriptions, rates of pay, and benefits information are available at phoenix.gov. Information on jobs currently open for recruitment is available at phoenix.gov or the Job Line at (602) 534-5627.
PARKING	Low-cost parking available to car-pools and van-pools in downtown area. Other spaces available on first-come, first-served basis with cost comparable to other similarly-located lots. Call the Public Works Department, Employee Parking at (602) 262-7119.
SUGGESTION PROGRAM	Cash (up to \$3,500) and other awards are given for suggestions that improve productivity or cut costs. For information, call the Personnel Department, Employee Development at (602) 262-6401. (AR 2.27)
OTHER APPLICABLE DOCUMENTS	Personnel Rules, Administrative Regulations, Pay Plan, Management Procedures, Personnel Department Letters, and City Manager Letters

*** For employees who have a 56-hour workweek, accrual rates are calculated by multiplying equivalent 40 hour rate by 1.4.

If any conflict exists between the language of this Compensation and Benefits Reference Guide and the language of applicable documents, e.g., Administrative Regulations, Personnel Rules, Pay Ordinance, etc., the language of the applicable documents shall prevail.