



City of Phoenix

2011 – 2012 COMPENSATION AND BENEFITS REFERENCE GUIDE MEET AND CONFER UNITS

Police Officers

Rev. 3/28/12

BENEFIT CATEGORY	004
UNIT CODE	004
UNIT REPRESENTATIVE	PLEA
NUMBER OF REGULAR, FULL-TIME POSITIONS	2,850
COMPOSED OF	Police Officers
AGREEMENT IN FORCE	7/12/2010 – 6/30/2012
SALARY PLAN	007
CHANGE FROM 2010 – 2011	No change.
STEP PROGRESSION	9 steps for base class of Police Officer; 6 months at Step 3, then 1 year between steps.
WORKWEEK	5 8-hour shifts or 4 10-hour shifts in 7 days. (Art. 4) (AR 2.14)
<u>PAY</u>	
CALL OUT (CALL BACK)	3 hrs @ 1½ x regular rate (Art. 3)

CAREER ENHANCEMENT	<p>Officers qualifying for:</p> <table border="0"> <thead> <tr> <th>Level</th> <th>Biweekly amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$ 73.20</td> </tr> <tr> <td>2</td> <td>\$146.40</td> </tr> <tr> <td>3</td> <td>\$219.60</td> </tr> <tr> <td>4</td> <td>\$292.80</td> </tr> </tbody> </table> <p>(Art. 3)</p>	Level	Biweekly amount	1	\$ 73.20	2	\$146.40	3	\$219.60	4	\$292.80
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4	\$292.80										
COMPENSATORY TIME MAXIMUM ACCRUAL	200 hours. (Art. 3)										
COURT INTERPRETATION & TRANSLATION	\$4 per half-day when exceeds 15-minute minimum, for sustained word-for-word oral and written assignments. (AR 2.241)										
LONGEVITY PAY	<p>Qualify: 7 yrs continuous service. 1 yr at top step. Performance meets job requirements.</p> <p>\$80 (\$125 for employees at 20 yrs up to the 22nd yr) semi-annually for each yr in excess of 6 yrs up to 19th yr.</p> <p>Semi-ann'l max = \$1,040/\$2,000 Annual max = \$2,080/\$4,000</p> <p>Qual: 6/13/11, Paid: 7/1/11</p> <p>(Art. 3)</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 range. (AR 2.19)</p>										
MILEAGE ALLOWANCE	55.5 cents per mile, effective 7/1/2011 (AR 6.21)										
OUT-OF-CLASS	Qualifying period of 10 shifts in 12 months. (Art. 3) (AR 2.20)										
OVERTIME	1½ x regular rate for over 8 hrs/shift or 40 hrs/wk if on 4-10s (Art. 3), or any hrs worked within the 15-hr minimum (13 for 4-10) that employees are meant to be off between shifts, which certain assignment units can waive. (Art. 4)										
PAY FOR PART-TIME EMPLOYEES	Part-time employees (excluding seasonal and temporary 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) When working a City holiday, part-time employees who are non-exempt shall be paid 1½ x regular rate for time worked, up to a maximum of 8 hours (AR 2.11).										

SHIFT DIFFERENTIAL	\$0.60/hr for shifts (or any portion of a shift) ending at or after 10 p.m., plus \$0.25/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday. (Art. 3)
SICK LEAVE PAYOUT AS SALARY FOR PUBLIC SAFETY	Optional monthly conversion of sick leave accrual to pay, for minimum 3 yrs, if at least 1,714 unused hrs. 6-yr maximum. (Art. 3) (AR 2.44)
STANDBY	\$40/workday \$60/non-workday (Art. 3)
STANDBY FOR COURT	2 hrs at 1½ x base hourly rate if before 1200 hrs. 2 hrs at 1½ x base hourly rate if after 1200 hrs. Add'l hr at 1½ x if required to remain after 1200 hrs. (Art. 3)
SWORN POLICE TO INTERPRET & TRANSLATE	\$10 per hr in addition to base pay. (Art. 3) (Pay Ord. 13k)
TRAINING	5% of regular rate of pay for Canine Unit Training Officers, Field Training Officers, and officers assigned to train traffic/ DUI enforcement. (Art. 3)
UNIFORMS/CLOTHING ALLOWANCE	\$1,150 annual allowance; one-time allowance and annual maintenance for designated assignments. (Art. 5) (AR 2.26)
VACATION PAYOUT – PUBLIC SAFETY	Employees who have accrued max vacation carryover, w/17 yrs of svc, can be paid for add'l vacation leave for a one-time 3-year period. May receive a one-time 1-yr extension to the 3-yr period. May elect to invoke this benefit one add'l time, provided at least 300 leave hours have accrued at the time of the second election. Also: 80 hrs of vacation time can be accumulated above the max carryover into the last 3 yrs of service. These hrs must be used as paid time off prior to retirement. (Art. 5) (AR 2.171)
<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 of 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>Non-Emergency Family Care</i>	Up to 10 hrs per yr of accumulated sick leave may be used for non-emergency home care or medical treatment for an immediate family member, when no other accumulated paid leave is available, subject to operational and scheduling factors. (Art. 5)
<i>Family Leave Management</i>	Employees shall be limited to a maximum of 7 incidents per calendar year for the combination of Dependent, Emergency, and Non-Emergency Family Care without the leave being considered a negative factor (unless the leave qualifies as FMLA leave). (AR 2.30)
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 employee's serious health condition. This includes maternity leave taken. (AR 2.143) (Personnel Rule 15c7)
HOLIDAYS	11 legal holidays (Art. 5) (AR 2.11)
JURY DUTY	No loss of regular pay – may keep jury pay. (Art. 3) (AR 2.24)
MILITARY TRAINING	An employee shall be granted 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	2.5 days per year; new employees must wait 6 months to take personal leave time. (Art. 5) (AR 2.11)
SICK LEAVE	Accrues 10 hours per month, unlimited accrual. (Personnel Rule 15c) (AR 2.30)
<i>Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below.</i>	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. (Pay Ord. 20j and 20k)

VACATION New employees must wait 6 months before using vacation. (Personnel Rule 15b) (AR 2.18)	<u>Years Of Service</u> 0 – 5 th 6 th – 10 th 11 th – 15 th 16 th – 20 th 21 st +	<u>Monthly Accrual Rate</u> 8 hours 10 hours 11 hours 13 hours 15 hours	<u>Max Carryover Into New Calendar Year</u> No max in 2011 No max in 2011 No max in 2011 No max in 2011 No max in 2011	<u>Max Accrual that can be Compensated at Separation</u> 240 hours 300 hours 330 hours 390 hours 450 hours
VACATION RECALL	Employees recalled from out-of-state vacation may be reimbursed for transportation. (Art. 5)			
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)			
<u>BENEFITS</u>				
BEHAVIORAL/MENTAL HEALTH	Provided under one of the three medical insurance plans: <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.			
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 2011. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282.			

<p>DEFINED CONTRIBUTION PLAN – 401(a)</p>	<p>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 2011 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.</p> <p>City contributes to 401(a) on employee’s behalf an amount equal to 0.18% of employee’s gross pay. (Pay Ord. 19d)</p>
<p>ELDER CARE</p>	<p>Provides employees, retirees, and their household members with an important, free service to help with the problems of aging parents and other family members. Call MHN at (602) 534-5433.</p>
<p>EMERGENCY RIDE HOME PROGRAM</p>	<p>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 information call the Public Works Department, Transportation Coordination at (602) 262-7119.</p>
<p>EMPLOYEE ASSISTANCE PROGRAM (EAP)</p>	<p>Professional, confidential counseling services are available to employees and their immediate household members to assist with personal issues, work-related problems, and eldercare concerns. For information about EAP counseling services or to schedule an appointment, call the contracted EAP provider (MHN) at (602) 534-5433.</p>
<p>FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM (FLEXRAP)</p>	<p>Flexible Spending Accounts allow enrolled employees to contribute pre-tax earnings to reimburse their eligible health care and/or dependent daycare expenses incurred. Employees can contribute up to \$10,000 per year for eligible health care expenses and/or up to \$5,000 per year for eligible dependent daycare expenses. Call the Benefits Office at (602) 495-5710 for more information.</p>
<p>HOUSING DISCOUNT PROGRAM</p>	<p>The “Make Phoenix Home” program is designed to offer an exclusive housing or mortgage discounts for City employees who purchase a primary residence within the city of Phoenix boundaries. Call the Benefits Office at (602) 262-4777 for a listing of builders or lending institutions participating in the Housing Discount Program.</p>
<p>LEGAL INSURANCE PLAN</p>	<p>Provides employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no cost through ARAG network attorneys. While not all legal services are covered, the reasonable monthly rate of \$19.25 allows employees to have an attorney "on retainer." Coverage includes wills, powers of attorney, trusts, and other personal legal services. For more information, visit the ARAG website http://members.ARAGgroup.com/Phoenix or contact an ARAG customer care specialist at (800) 247-4184, 7 a.m. to 7 p.m. Central time, M - F. You also may call the Benefits Office at (602) 262-4777.</p>
<p><u>INSURANCE</u></p>	

COMMUTER LIFE INSURANCE	City provides coverage for employees while commuting directly between home and job location. Employees have a \$200,000 death benefit and a reduced dismemberment benefit, if the accident occurs within two hours of leaving home or work and while following their typical route to home or work. Year-round part-time employees (excluding seasonal and temporary) may qualify for this benefit. Refer to the SelectCare® Life and AD&D Benefits booklet for eligibility requirements. (AR 2.451)
DENTAL INSURANCE	City pays 100% of the monthly employee premium: \$51.90 for single CIGNA PPO dental coverage, and \$23.03 for single CIGNA HMO dental coverage. City pays 75% (\$107.29) of the monthly premium for family CIGNA PPO dental coverage with a \$2,000 annual benefit maximum. City pays 75% (\$47.60) of the monthly premium for family CIGNA HMO dental coverage with no annual benefit maximum.
INDUSTRIAL INSURANCE	Industrial insurance pays 2/3 of base wage up to \$3,763.44 per month for first year. City pays remaining to equal regular net take-home pay. (AR 2.32)
LIFE INSURANCE (City coverage includes a provision for continuation of term group life under certain conditions.)	City pays for \$15,000 basic life, \$15,000 accidental death & dismemberment, and \$100,000 on-duty protection. (Art. 5) Employees may purchase additional coverage for themselves and their dependents at group rates. (Art. 5) Public Safety Officers' Benefits paid by federal government, under duty-related circumstances.
LONG-TERM DISABILITY PROGRAM	66 2/3% of base wage starting after 90 continuous days of absence due to medical disability. Benefit payments may continue to age 80 if warranted. Long-term disability benefit payments do not begin until all forms of paid leave (vacation, sick leave, and compensatory time) are exhausted. (AR 2.323)
MEDICAL INSURANCE ACTIVE EMPLOYEES	City pays 80% of the monthly premium: which, from August 1, 2011 through July 31, 2012 equals: \$376.62 for single CIGNA HMO medical coverage and \$1,085.32 for CIGNA HMO family coverage. \$366.16 for Blue Cross Blue Shield HMO single coverage and \$1,055.20 for Blue Cross Blue Shield HMO family coverage. \$414.86 for single Blue Cross Blue Shield PPO medical coverage and \$1,195.36 for family Blue Cross Blue Shield PPO medical coverage. (Art. 5)
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/EDUCATION</u>	
TRAINING	Entry and periodic job-related training as required. Other special training available based on supervisor's recommendation (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 2011 – 2012 tuition fund maximum is \$9,208 .
<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/ Professional Membership Reimbursement</i>	Up to \$500 of the tuition fund for job-related seminars, workshops, and professional memberships. (Art. 5)
<u>RETIREMENT</u>	
RETIREMENT PROGRAM	Public Safety employees are covered by Arizona Public Safety Personnel Retirement System (PSPRS). Employee contributes 8.65% of total wages, while City's contribution is based on actuarial need. Employees become eligible for normal retirement benefits after 20 years of service, or at age 62 with 15 years of service. With 20 or more years of credited service an employee may enter Deferred Retirement Option Plan (DROP). Normal retirement is 50% of highest 3 consecutive yrs out of the last 20 yrs of credited service. Percentage increases in amount after 20 yrs to a maximum of 80% after 32 yrs of service. Employee may apply for a disability pension if unable, due to illness or injury, to perform a reasonable range of duties. Employees may purchase or transfer eligible service credit in other public retirement systems and active duty military service to be used toward PSPRS retirement eligibility. Call PSPRS at (602) 255-5575 or the Retirement Office at (602) 534-4400 for additional information.
MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)	Employees who were eligible to retire in 15 years or less on August 1, 2007, are eligible for MERP benefits upon retirement from the City. Basic MERP provides the retiree with a monthly check (up to \$202) whether or not the retiree enrolls in City medical coverage. A supplemental MERP amount reduces monthly medical premiums by \$10 to \$50 for retirees whose gross annual pension amount is less than \$25,000. Additionally, if you choose City health insurance coverage as a retiree, the City will reduce the health insurance premium by means of a Qualified City Contribution ranging from \$90 to \$375, depending upon your type of coverage; this amount reflects a \$50 City credit for family coverage. Questions regarding MERP should be directed to the Benefits Office at (602) 262-4777. (A.R. 2.42)

POST EMPLOYMENT HEALTH PLAN (PEHP)	The City's PEHP is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9) and 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. The City deposits \$150 per month into each eligible employee's 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 to include health insurance premiums. The 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.
SICK LEAVE PAYOUT AT RETIREMENT	35% of base wage over 450 hrs if 900-hr trigger is met, or 60% of base wage over 386 hrs if 1,286-hr trigger is met, or 60% of base wage for all hrs if 1,714-hr trigger is met. (Art. 3) (AR 2.44)
<u>MISCELLANEOUS</u>	
CAREER CONSULTATION	Career consultation services available to City employees. For information call the Human Resources Department, Employment Services at (602) 495-5703.
JOB INFORMATION	Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at phoenix.gov.
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 and other awards are given for implemented suggestions for which monetary savings or revenue increase amounts can be precisely determined. This type of award is equal to five percent (5%) of the first year's net savings, or the net increase in revenue, with a maximum award not to exceed \$16,667. For information, call the Human Resources Department, HR Center at (602) 262-6608. (AR 2.27)

Other Applicable Documents

- Administrative Regulations
- City Manager Letters
- Management Procedures
- Meet & Confer Ordinance
- Meet & Discuss Ordinance
- Pay Plan
- PERB Rules & Regulations
- Personnel Department Letters
- Personnel Rules

If any conflict exists between the language of this Compensation and Benefits Reference Guide and the language of the applicable Memorandum of Understanding (MOU) or other applicable documents, the MOU or other applicable documents shall prevail.