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COMPOSED OF	Office employees in clerical and paraprofessional classes Citywide.
PERIOD IN FORCE	FY 2026-2028
SALARY PLAN(S)	006 300
WAGE / SALARY CHANGE FROM 2026-2027	2% base wage increase. Non-continuous payment of $500 made to all full-time employees and a non-continuous payment of $250 made to all part-time employees in Unit 3 paid on July 24, 2026. Non-continuous payment of $630 made to all full-time employees and a non-continuous payment of $251 made to all part-time employees in Unit 3 paid on August 21, 2026.
WAGE / SALARY CHANGE FROM 2027-2028	.5% base wage increase. Non-continuous payment of $980 made to all full-time employees and a non-continuous payment of $390 made to all part-time employees in Unit 3 paid on August 20, 2027.
STEP PROGRESSION	1 year between steps Part-time employees (excluding seasonal and temporary employees) may be considered for advancement to the next step and each subsequent step in a grade after working 2,080 hours at each step. (Pay Ord. 11e)
WORKWEEK	5 8-hour shifts or 4 10-hour shifts in 7 days. (Art. 4) (A.R. 2.14)
SUMMER HOURS	---------- NOT APPLICABLE ----------
PAY	
BILINGUAL / LINGUISTICS PAY	$75 per month when authorized, certified, and required to use bilingual skills. (Art. 3) Court interpretation and translation: $4 per half-day when exceeds 15-minute minimum, for sustained word-for-word oral and written assignments. (A.R. 2.241)
CALL OUT (CALL BACK)	3 hrs @ 1½ x regular rate plue 45 mnutes of travel time. (Art. 3) (A.R. 2.21)
CAR INSURANCE ALLOWANCE	City will pay to certain driving positions $12/mo for auto insurance expenses. (Art. 5)
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	---------- NOT APPLICABLE ----------
COMMUNICATIONS ALLOWANCE	---------- NOT APPLICABLE ----------
COMPENSATORY TIME MAXIMUM ACCRUAL	300 hours. (Art. 3) (A.R. 2.21)
COMPENSATORY TIME SELL BACK	Up to one hundred twenty (120) hours of accumulated compensatory credits may be converted to cash in no more than two, sixty (60) hour increments. (Art. 3)
MILEAGE ALLOWANCE	The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2026, the rate is 72.5 cents per mile. (A.R. 2.94)
OUT-OF-CLASS	Temporary assignments out-of-class shall be recorded only in full shift units. A Unit 3 employee working out-of-class for five (5) hours work for a ten (10) hour shift and four (4) hours work for an eight (8) hour shift shall be credited with working out-of-class for the entire shift. No out-of-class credit shall be given for out-of-class work that is less than five (5) hours for a ten (10) hour shift and four (4) hours work for an eight (8) hour shift. (A.R. 2.20)
OVERTIME	1½ x regular rate for over 8 hrs/shift or 40 hrs/wk or over 10 hrs/shift or 40 hrs/wk if on a 4-10 schedule. (Art. 3) (A.R. 2.21)

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PERFORMANCE-BASED AWARD PROGRAM	---------- NOT APPLICABLE ----------
PESTICIDE APPLICATION	---------- NOT APPLICABLE ----------
PREMIUM PAY	---------- NOT APPLICABLE ----------
PRODUCTIVITY ENHANCEMENT PAY	Qualify: 6 yrs continuous service. 1 yr at top step of classification. Performance meets job requirements. Unit employees are eligible to receive pay beginning with the pay period following the date in which all eligibility is met. $100 for each yr in excess of 5 yrs up to and including 19th yr. (employees with 20 or more yrs: $125 for each yr up to the 29th yr) Annual max = $2,800/$6,000 (Art. 3)
SHIFT DIFFERENTIAL	$0.60 per hr – 2nd shift (for shifts ending at or after 10PM, and before midnight- *9PM at Library) $0.80 per hr – 3rd shift (for shifts including the period of midnight and 3AM) $0.10 per hr – weekend (for shifts starting on or after 2 pm on Friday and continuing through any shift that starts on or before, but not after 11:59 PM on Sunday) (Art. 3) (A.R. 2.21)
SHOW-UP	4 hours minimum (Art. 3)
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	---------- NOT APPLICABLE ----------
STANDBY	$3.00 per hour STANDBY FOR COURT The greater of either $100 per day or in accordance with the current provisions of the Fair Labor Standards Act. (Art. 3) (Pay Ord. 11.t.2)
TOOL ALLOWANCE	---------- NOT APPLICABLE ----------
TRAINING PAY (POLICE)	---------- NOT APPLICABLE ----------
TRANSPORTATION ALLOWANCE	City will pay to certain employees $12/mo for auto insurance expenses. (Art. 5)
UNIFORMS / CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (A.R. 2.261)
VACATION SELL-BACK	May be paid up to 40 hrs of accumulated vacation twice per year for an annual max of 80 hours after accumulation of min 120 hrs of vacation leave, contingent on use of a min of 40 hrs of vacation/comp time during the same calendar year. (Art. 5) (Pay Ord. 15f) Employee may convert comp time to cash twice per year.
VACATION SELL-BACK FOR PUBLIC SAFETY	---------- NOT APPLICABLE ----------

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LEAVE OF ABSENCE

BEREAVEMENT LEAVE — Up to 3 days for death of immediate family member with additional time for air travel if out-of-state. (Personnel Rule 15h)

EDUCATION LEAVE — ---------- NOT APPLICABLE ----------

FAMILY MEDICAL LEAVE ACT RIGHTS — FMLA: Up to 12 weeks for the birth/adoption of a child, to take care of a seriously ill immediate family member, the employee's own serious health condition, or specified reasons related to certain military deployments and/or exigencies. (A.R. 2.143)

PAID PARENTAL LEAVE PROGRAM — PAID PARENTAL: Provides up to 480 hours of paid parental leave to employees (240 hours for part-time/job-share employees) during the 12 month period immediately following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. This policy will run concurrently with FMLA leave as applicable. (A.R. 2.146)

HOLIDAYS — 13½ legal holidays. The Christmas Eve half-day holiday is granted only when December 24 falls on the employee's regularly scheduled workday. In the case of continuous or 7-day operations, holidays shall be observed only on the calendar days on which they fall. (Art. 5) (A.R. 2.11)

JURY DUTY — No loss of regular pay – may keep jury pay. (Art. 3) (A.R. 2.24)

MILITARY TRAINING — An employee shall be granted time off for up to 240 hours/30 workdays/shifts in any two consecutive federal fiscal years. (A.R. 2.39)

PERSONAL LEAVE — Three (3) personal leave days - After completion of six months of full time employment added to vacation bank of hours (Art. 5) (A.R. 2.11)

SICK LEAVE — Accrues 10 hours per month, unlimited accrual. (Personnel Rule 15c)

Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below. — Upon the death of a Unit 3 employee while on active work status or on an approved leave status, the City will pay the full cash value of accrued sick leave existing at the time of the employee's death. (Pay Ord. 18k)

EARNED PAID SICK TIME — Employees are entitled to accrue and use up to 40 hours per year of Earned Paid Sick Time. (A.R. 2.30(A) (A.R.S. 23-373) (Personnel Rule 15d)

VACATION (in days)

Service	Monthly Accrual	Maximum Carryover	Maximum Payout
0-5 yrs	8	232	280
6-10 yrs	10	280	340
11-15 yrs	11	304	370
16-20 yrs	13	352*	430
21+ yrs	15	400*	490

This table reflects AR 2.18.
*Unit 3 employees may carry over an additional 80 hours in the last three years of service.

VACATION FOR PART-TIME EMPLOYEES — ---------- NOT APPLICABLE ----------

VACATION DONATIONS TO UNIT LEAVE BANK — Each Unit 3 member may complete a form to voluntarily donate vacation leave time for a specified number of hours. These forms will be processed on the second paycheck in July and will continue each subsequent year on the second paycheck in July, unless revoked by the unit member. (Art. 5)

VACATION RECALL — ---------- NOT APPLICABLE ----------

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. (A.R. 2.17)

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LEAVE USAGE

DEPENDENT CARE	Employees may be approved to use accumulated vacation, compensatory time, or unpaid leave for additional time off required to attend to an immediate family member. (A.R. 2.30 (A))
EMERGENCY FAMILY CARE	Up to 5 days or 40 hours of sick leave may be authorized per incident when an immediate family member is experiencing a life threatening illness or a life threatening injury. (A.R. 2.30 (A)) (Personnel Rule 15c2B)
FAMILY LEAVE MANAGEMENT	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). (A.R. 2.30 (A))
NON-EMERGENCY CARE	Employee may use up to (10) hours of accumulated sick leave in at least one-hour increments each calendar year for the home care or medical treatment for an immediate family member residing in the employee's household. (Art 5)

BENEFITS - HEALTH

BEHAVIORAL / MENTAL HEALTH CARE COVERAGE	Provided under one of the three medical insurance plans: · Banner/Aetna HMO (855) 220-6506 · Blue Cross Blue Shield PPO (602) 864-4857 · Blue Cross Blue Shield Saver's Choice Plan – (602) 864-4857
DENTAL INSURANCE	Employees may enroll in one of three Cigna dental plans: Dental PPO, Dental PPO Plus, or Dental HMO. The City pays 100% of full-time employee premium and 75% of the family premium for Cigna PPO and Cigna HMO Dental. The City pays 77% of full-time employee premium and 58% of the family premium for Cigna Dental PPO Plus. (800) 244-6224.
FLEXIBLE SPENDING ACCOUNT	Flexible Spending Accounts allow enrolled employees to pay for qualified health care and child care expenses with pre-tax dollars up to the I.R.S. allowed limits. For more information visit www.phoenix.gov/benefits
MEDICAL INSURANCE PLAN CONTRIBUTIONS ACTIVE EMPLOYEES	80% of the premium is paid by the City. The plan year runs January through December. Medical plan choices will include an HMO, a PPO, and a High Deductible Health Plan (HDHP) with a Health Savings Account.
PRESCRIPTION DRUGS	MedImpact provides prescription drug coverage for all three (3) medical plans. Offers both retail and mail order services. For more information visit www.phoenix.gov/benefits.
INSURANCE FOR PART-TIME EMPLOYEES	Hourly paid members who have average a minimum of thirty (30) hours weekly in a calendar year shall be entitled to the same benefits as received by regular full-time Unit members. Members that meet these requirements shall be eligible for participation in the City's Health, Life, and Dental insurance programs. The City's premium participation will be the same as that provided for full-time employees. Continuation of participation under these plans will be determined by reviewing the average hours worked in the prior 12-month period every calendar year on October 1. This qualifying period will be determined for the following benefit year effective January 1. If the employee separates from City employment, the participation will cease.
VISION PLAN ACTIVE EMPLOYEES	A core vision plan is available to employees and dependents enrolled in a City sponsored medical plan. The City's supplemental vision plan is the buy-up option offered through Davis Vision by MetLife. For more information visit www.phoenix.gov/benefits
WELLNESS PROGRAM	Provides education, support and incentives to encourage employees to take responsibility for their own health and well-being. A major goal of the program is to make the work environment more supportive of positive health behaviors of employees and thereby reduce their risk of developing chronic diseases. Ongoing key aspects include: early identification and management of health risks, focusing on the top aggregate health risks identified by Health Risk Assessments each year and support of emotional, physical and financial well-being. Earn up to $40/$60 per month by completing annual wellness incentive requirements. For more information visit www.phoenix.gov/benefits

BENEFITS - FINANCIAL

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DEFERRED COMPENSATION PLAN - 457	Retirement Savings Plan that provides employees the option to defer pre-tax money into a variety of investment options. This program is designed to supplement income at retirement. Defer the lesser of 100% of includable income up to an annual maximum as determine by the I.R.S. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 262-4777. (Art. 3)
DEFINED CONTRIBUTION PLAN - 401(a)	The City will contribute 2.36% of monthly base wages to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 3.

BENEFITS - INSURANCE

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 life insurance certificates online for details at www.phoenix.gov/hr/benefits (A.R. 2.451)
INDUSTRIAL INSURANCE	Industrial benefits pays 2/3 of base wage up to the average monthly wage as determined by the Industrial Commission. A certified regular, full-time employee who is disabled and absent from work as the result of an accepted industrial injury or occupational disease, shall be kept on the City payroll and be paid an amount equal to but, not to exceed, the regular, net take-home pay at the current rate of pay for up to one year total, per injury. (A.R. 2.32)
LIFE INSURANCE	The greater of $25,000 or 1 times base salary Accidental death and dismemberment - Payable when a death or covered accident occurs in the course of performing job duties. Employee covered at $75,000.
ADDITIONAL LIFE INSURANCE	An employee can add to their Basic Life coverage by purchasing Optional Term Life Insurance. This coverage is provided at group rates for the employee, spouse or qualified domestic partner, and/or children. The employee pays 100% of the group premium with after-tax earnings through payroll deduction. City contributes to the Union per full-time employee for the purchase of additional life insurance. (Art. 5)
LEGAL INSURANCE	Two Legal Services Plans to choose from that provide employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no or reduced cost through an ARAG network attorney. For more information contact an ARAG customer care specialist at (800) 247-4184, 7 a.m. to 7 p.m. Central time, M - F or visit the ARAG website: www.ARAGLegalCenter.com.
LONG-TERM DISABILITY	Eligible employees may apply for long term disability benefits when unable to work due to medical disability. If approved, 66 2/3% of base wage is paid after 90 continuous days of absence due to the medical disability. Employees with less than 3 years and 1 day of City service may receive a maximum of 30 months of LTD benefits. Other employees may receive LTD benefits to age 75 if warranted. Long-term disability benefit payments do not begin until all forms of paid leave (vacation, sick leave, and compensatory time) are exhausted. Coverage is available after 12 month of continuous employment. (A.R. 2.323)
UNEMPLOYMENT INSURANCE	When unemployment is beyond the control of the employee, the terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.

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BENEFITS - MISCELLANEOUS

BUS / LIGHT RAIL CARD	Free (100% subsidized) bus/light rail card (Platinum Pass) available to all active part-time and full-time employees. Contact Human Resources Connection Center (HRCC) (602) 495-5700.
ELDER CARE	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 ComPsych at (602) 534-5433.
EMERGENCY RIDE HOME PROGRAM	A carpool, vanpool, bike or bus rider that needs an emergency ride home, will contact Human Resources Connection Center (HRCC) (602) 495-5700. HRCC staff will place a call on the rider's behalf, and the driver will
EMPLOYEE ASSISTANCE PROGRAM (EAP)	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 (ComPsych) at (602) 534-5433. Supervisors who want to consult with the EAP about an employee's work performance issues or have questions

TRAINING/EDUCATION

TRAINING	Entry and periodic job-related training as required. Other special training available based on supervisor's recommendation (see City of Phoenix University Catalog). Some employees will be reimbursed on a one-time basis only for expenses incurred as a result of passing a required certification test. (Art. 5)
TUITION REIMBURSEMENT	Maximum reimbursable for tuition in a fiscal year is $6,500. (A.R. 2.51)
Textbooks and Lab Fees	Full-time employees who are eligible for tuition reimbursement are eligible for reimbursement of up to $175 of the tuition reimbursement benefit for required books and lab fees. (A.R. 2.51)
(Seminar / Workshop / Professional Membership Reimbursement)	Employees at Pay Grade 324 and above may use up to $500 of the tuition fund for City-related memberships and to attend one-day, in-state, City-related seminars and training. (Art. 5) (Pay Ord. 14.m.7)

RETIREMENT

FINAL AVERAGE COMPENSATION (VACATION LEAVE SNAPSHOT)	The amount of vacation leave eligible for inclusion in the calculation of the final average compensation at the time of retirement is limited to the number of hours in the employee's vacation bank on June 30, 2014, not to exceed amounts established by the City Manager in A.R. 2.18. New hires after June 30, 2014, will not have final cash outs of vacation leave factored into the Final Average Compensation used to establish an employee's pension.
FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)	Retiring employees with a minimum of 750 hours of accrued, unused sick leave will qualify for sick leave payout; of the 750, the first 250 are base hours and will not qualify for payment. Retiring employees will receive a payout, at the employee's base rate of pay for 25% of the hours above the base hours. (A.R. 2.441)
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 based on years of service or unit) whether or not the retiree enrolls in City medical coverage. A supplemental MERP amount is added to the Basic MERP by $10 to $50 for retirees whose gross annual pension amount is less than $25,000. 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 or employee spouses 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 or employee spouse'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 1(800) 891-4749.

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RETIREMENT PROGRAMS	General (non-sworn) employees are covered by Social Security and the City of Phoenix Employees Retirement System (COPERS). For additional information, please refer to Chapter XXIV of the City Charter at http://www.codepublishing.com/az/phoenix
SICK LEAVE PAYOUT AT RETIREMENT	Upon retirement, employees with a minimum of 750 hours of accrued and unused sick leave, excluding the first 250 hours, shall be paid for 25% of the unused hours at base hourly wage. (Art. 3) (A.R. 2.441)
MISCELLANEOUS	
CAREER CONSULTATION	Career consultation services available to City employees. For information call the Human Resources Department, Talent Acquisition Division at (602) 495-5703.
EMPLOYEE SUGGESTION PROGRAM	Cash up to $16,667 and other awards are given for suggestions that improve City operations and services by saving money, and/or increasing productivity, quality, employee morale, or safety. For information, call the Human Resources Department, HR Connection Center at (602) 495-5700 or visit https://employee.phoenix.gov/org-dev-learning/employee-suggestion-program (A.R. 2.27)
JOB INFORMATION	Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at phoenix.gov/employment.
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 Ace Parking Office at (602) 534-

This Compensation and Benefits Reference Guide is meant to serve as a summary reference tool only. The language of the applicable documents noted below shall prevail regarding the subjects contained herein.

Applicable Documents

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