

**2024-2026 COMPENSATION AND BENEFITS REFERENCE GUIDE**

<b>BENEFIT CATEGORY</b>	<b>007</b>
UNIT CODE	007
UNIT REPRESENTATIVE	City Manager or ASPTEA
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COMPOSED OF	Supervisory and Professional Employees
PERIOD IN FORCE	FY 2024-2026
SALARY PLAN(S)	001 700
WAGE / SALARY CHANGE FROM 2024-2025	Non-continuous payment of 2.5% of base wage for all Unit 7 employees paid August 23, 2024.
WAGE / SALARY CHANGE FROM 2025 -2026	N/A. Current contract for FY 2024-2026 only.
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. 10e)
WORKWEEK	Hourly (Non-Exempt): 4 or 5 days; 40 -hr week Salaried (Exempt): Time required to accomplish work (A.R. 2.21) (A.R. 2.14)
SUMMER HOURS	----- NOT APPLICABLE -----
<b><u>PAY</u></b>	
BILINGUAL / LINGUISTICS PAY	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)	Hourly (Non-Exempt): 3 hrs @ 1½ x regular rate plus 45-min travel time. Salaried (Exempt): Not Applicable (A.R. 2.21)
CAR INSURANCE ALLOWANCE	----- NOT APPLICABLE -----
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	----- NOT APPLICABLE -----
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	Hourly (Non-Exempt): 215 hours Salaried (Exempt): Not Applicable (A.R. 2.21) (Art 3)
COMPENSATORY TIME SELL BACK	Hourly Unit 7 employees may be paid for accumulated compensatory time credits. (A.R. 2.21) (Art. 3)
MILEAGE ALLOWANCE	The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2024, the rate is 67 cents per mile. (A.R. 2.94)
OUT-OF-CLASS	Hourly (Non-Exempt): Qualifying period of 10 shifts in 24 months; 6 hrs minimum per shift. Hourly employees working out-of-class in an exempt position will continue to receive stand-by and overtime pay, if applicable, until 10 qualifying shifts have been completed. Salaried (Exempt): Not Applicable (Art. 3) (AR 2.20)
OVERTIME	Hourly(Non-Exempt): 1½ x regular rate for over 40 hrs/wk. Salaried (Exempt): Not Applicable (Art. 3) (A.R. 2.21)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	----- NOT APPLICABLE -----

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PREMIUM PAY	Exempt only: Up to \$250/week for extended workweek, with approval. (Pay Ord 11p)
PRODUCTIVITY ENHANCEMENT PAY	<p>Qualify: 7 yrs continuous service. 1 yr at top step in pay range. Performance meets job requirements. \$100 for each yr in excess of 5 yrs up to and including 19th yr. (employees with 20 or more yrs: \$120 for each yr up to the 30th yr)</p> <p>For Unit 7 employees that received payments during FY 2013-14, payments are semi-annual in July of each calendar year (paid the second pay period in the month of July of each calendar year), and November of each calendar year (paid the first pay period in the month of January of each calendar year).</p> <p>For Unit 7 employees receiving their first payment on or after 7/1/14, payments are pro-rated and paid bi-weekly in regular paycheck effective the first paycheck in July and January.</p> <p>Semi-annual max = \$1,400/\$3,000            Annual max = \$2,800/\$6,000 (Art. 3)</p> <p>Qualifications for productivity enhancement 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)(Art 3)</p> <p>Qualify July 8, 2024, November 25, 2024, and July 7, 2025</p>
SHIFT DIFFERENTIAL	<p>Hourly (Non-Exempt):            \$1.30/hr – 2nd            \$1.50/hr – 3rd</p> <p>Salaried (Exempt): \$60/week when working a regularly scheduled night or weekend shift.</p> <p>For weekend shifts starting between 2:00pm Friday and 11:59pm Sunday:            Hourly (Non-Exempt): +\$0.60/hour            Salaried (Exempt): +\$4.80 per shift            (Art 3) (A.R. 2.21)</p>
SHOW-UP	<p>Hourly (Non-Exempt): 4 hrs minimum            Salaried (Exempt): Not Applicable (Art. 3)</p>
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
STANDBY	<p>Hourly (Non-Exempt): \$3.25/hr            Salaried (Exempt): Not Applicable (A.R. 2.21)</p>
TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----
TRANSPORTATION ALLOWANCE	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (A.R. 2.261)
VACATION SELL-BACK	Employees may be paid twice per year up to a maximum of 80 hours of accumulated vacation time each year, to be paid on the last paycheck of May or November, contingent upon their using a minimum of 80 hours of vacation/compensation time during the same calendar year. (Art. 3)(Pay Ord. 14.n)
VACATION SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
<b>LEAVE OF ABSENCE</b>	
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	<p>Hourly (Non-Exempt): 16 hours per year            Salaried (Exempt): 2 days per year (based on 8-hr days). (A.R. 2.51)(Art 5)</p>



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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)
NON-EMERGENCY CARE	Up to 1 shift (8 or 10 hours) of sick leave may be authorized, for the employee to make arrangements for care of an immediate family member who experiences a sudden illness or accident, which is non-life threatening, if that person is dependent on the employee for care. (A.R. 2.30)
<b>BENEFITS - HEALTH</b>	
BEHAVIORAL / MENTAL HEALTH CARE COVERAGE	<p>Provided under one of the three medical insurance plans:</p> <ul style="list-style-type: none"> <li>· Banner/Aetna HMO (855) 220-6506</li> <li>· Blue Cross Blue Shield PPO (602) 864-4857</li> <li>· Blue Cross Blue Shield Saver's Choice Plan – (602) 864-4857</li> </ul>
DENTAL INSURANCE	<p>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 90.65% of full-time employee premium and 68% of the family premium for Cigna Dental PPO Plus. (800) 244-6224.</p> <p>For more information visit <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a></p>
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 <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a>
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	Elixir Solutions provides prescription drug coverage for all three (3) medical plans. Offers both retail and mail order services. For more information visit <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a>
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	<p>A core vision plan is available to employees and dependents enrolled in a City sponsored medical plan.</p> <p>The City's supplemental vision plan is the buy-up option offered through Davis Vision by MetLife. For more information visit <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a></p>
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 <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a>

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**BENEFIT CATEGORY**                    **007**

UNIT CODE                                007

UNIT REPRESENTATIVE                City Manager or ASPTEA

**BENEFITS - FINANCIAL**

**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 phoenixdep.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 6.5% of base annual salary to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as Supervisory/Professional for each fiscal year.

**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](http://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.

**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](http://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.

**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 your payroll clerk, or call Central Payroll at (602) 262-6555.

**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**                    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 HR Connection Center (602) 495-5700.

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EMPLOYEE ASSISTANCE PROGRAM (EAP)	<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 (ComPsych) at (602) 534-5433.</p> <p>Supervisors who want to consult with the EAP about an employee's work performance issues or have questions about a job performance referral to the EAP can call ComPsych at (602) 534-5433.</p>
<b>TRAINING/EDUCATION</b>	
TRAINING	Entry and periodic job-related training as required. Other special training available based on supervisor's recommendation (see City of Phoenix University Catalog).
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 \$350 of the tuition reimbursement benefit for required books and lab fees. (A.R. 2.51)
(Seminar / Workshop / Professional Membership Reimbursement)	Employees may use up to \$1,000 of the tuition fund for job-related seminars, workshops, and professional memberships (AR 2.51) (Pay Ord. 13.m.2)
<b>RETIREMENT</b>	
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)	<p>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) 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.</p> <p>Employees retiring on or after 7/1/09 receive additional \$100/month if enrolled in City's retiree medical coverage. Ends when City medical coverage is waived or when retiree reaches Medicare eligibility. 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)</p>
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.
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 <a href="http://www.codepublishing.com/az/phoenix">http://www.codepublishing.com/az/phoenix</a>
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, may elect to be paid for 25% of the unused hours at base hourly wage. (A.R. 2.441)

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**UNIT REPRESENTATIVE** City Manager or ASPTEA

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**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](http://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) 534-8182.

**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**