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</table>

**COMPOSED OF**
Unit 1: Field employees in the City Clerk, Human Services, Parks & Recreation, Public Transit, and Street Transportation departments, and the Solid Waste Division in the Public Works Department.

**PERIOD IN FORCE**
FYS 2016-2019

**SALARY PLAN(S)**
002
003

**WAGE / SALARY CHANGE FROM 2015-2016**
2.26% Restoration

**WAGE / SALARY CHANGE FROM 2016-2017**
0.71% Restoration and 0.49% Increase

**WAGE / SALARY CHANGE FROM 2017-2018**
1.56% Increase

**STEP PROGRESSION**
7 or 9 step range
6 months at beginning step, then 1 year between steps.

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. 10w)

**WORKWEEK**
5 8-hour shifts or 4 10-hour shifts in 7 days. (Art. 4) (A.R. 2.14)

**SUMMER HOURS**
May begin no later than first Monday in April and may end no earlier than second Monday in October. (Art. 4)

**PAY**

<table>
<thead>
<tr>
<th>BILINGUAL / LINGUISTICS PAY</th>
<th>NOT APPLICABLE</th>
</tr>
</thead>
</table>

**CALL OUT (CALL BACK)**
3 hrs. @ 1½ x regular rate (Art. 3)

**CAR INSURANCE ALLOWANCE**
NOT APPLICABLE

**CAREER ENHANCEMENT**
NOT APPLICABLE

**COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY**
NOT APPLICABLE

**COMPENSATORY TIME MAXIMUM ACCRUAL**
215 hours. (Art. 3) (A.R. 2.21)

**COMPENSATORY TIME SELL BACK**
NOT APPLICABLE

**MILEAGE ALLOWANCE**
The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2017, the rate is 53.5 cents per mile. (A.R. 2.94)
OUT-OF-CLASS

Qualifying period of 10 shifts in 24 months. Once qualified, entire shifts are credited when at least 4 hrs of an 8-hr shift or 5 hrs of a 10-hr shift are worked. (Art. 3) (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)

PERFORMANCE-BASED AWARD PROGRAM

---------------------------------------- NOT APPLICABLE ----------------------------------------

PESTICIDE APPLICATION

$0.50 per hr provided for licensed employees performing continuous non-incidental spraying of herbicides and pesticides. (Art. 3) (Pay Ord. 111)

PREMIUM PAY

---------------------------------------- NOT APPLICABLE ----------------------------------------

PRODUCTIVITY ENHANCEMENT PAY

Qualify: 6 yrs continuous service. 1 yr at top step. Performance meets job requirements.
$50 ($65 for employees with 20 or more yrs of service) for each full yr in excess of 5 up to 19th yr.
Pro-rated and paid bi-weekly in regular paycheck
Annual max = $1,400 ($1,820 w/ 20 or more yrs of service)
Qual: November and June of each Calendar Year
(Art. 3)
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)

SHIFT DIFFERENTIAL

$0.50 per hr – 2nd, ends at or after 9:00 pm and before midnight
$0.75 per hr – 3rd, midnight to 3:30 am
$0.45/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday.
$0.50/hr - 4/10 schedule ends between 10:00 pm and 3:30 am
$0.75/hr - 4/10 schedule ends after 3:30 am (Art. 3)

SHOW-UP

4 hours minimum (Art. 3)

SICK LEAVE SELL-BACK FOR PUBLIC SAFETY

---------------------------------------- NOT APPLICABLE ----------------------------------------

STANDBY

$3.25 per hour (Art. 3)

TOOL ALLOWANCE

---------------------------------------- NOT APPLICABLE ----------------------------------------

TRAINING PAY (POLICE)

---------------------------------------- NOT APPLICABLE ----------------------------------------

UNIFORMS / CLOTHING ALLOWANCE

---------------------------------------- NOT APPLICABLE ----------------------------------------

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 175 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. 15d)

VACATION SELL-BACK FOR PUBLIC SAFETY

---------------------------------------- NOT APPLICABLE ----------------------------------------
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 15g)

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

FAMILY MEDICAL LEAVE ACT RIGHTS
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)

FURLOUGH
---------------------------------------- NOT APPLICABLE ----------------------------------------

HOLIDAYS
11½ 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.

Part-time employees must work 50 hrs per pay period for 26 consecutive wks to qualify to receive same pay benefits for authorized work on holidays as regular full-time Unit 1 members. 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.
(Art. 5,6) (A.R. 2.11)

Unpaid Holidays
---------------------------------------- NOT APPLICABLE ----------------------------------------

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 days in any two consecutive years. For National Guard and Military Reserve, only workdays are counted. (A.R. 2.39)

PERSONAL LEAVE
2 days per year; new employees must wait 6 months to take personal leave time. (Art. 5) (A.R. 2.11)

SICK LEAVE
Accrues 10 hours per month, unlimited accrual. (Personnel Rule 15c) (A.R. 2.30(A))

Also see “SICK LEAVE PAYOUT AT RETIREMENT” in the Retirement Section below.

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 hours)

<table>
<thead>
<tr>
<th>Service</th>
<th>Monthly Accrual</th>
<th>Maximum Carryover</th>
<th>Maximum Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 yrs</td>
<td>8</td>
<td>232</td>
<td>240</td>
</tr>
<tr>
<td>6-10 yrs</td>
<td>10</td>
<td>280</td>
<td>300</td>
</tr>
<tr>
<td>11-15 yrs</td>
<td>11</td>
<td>304</td>
<td>330</td>
</tr>
<tr>
<td>16-20 yrs</td>
<td>13</td>
<td>352</td>
<td>390</td>
</tr>
<tr>
<td>21+ yrs</td>
<td>15</td>
<td>400</td>
<td>450</td>
</tr>
</tbody>
</table>

New employees must wait 6 months before using vacation (Art. 5) (Pers Rule 15b) (A.R. 2.18)
<table>
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<tbody>
<tr>
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<tr>
<td>UNIT REPRESENTATIVE</td>
<td>LIUNA, Local 777</td>
</tr>
<tr>
<td>VACATION FOR PART-TIME EMPLOYEES</td>
<td>Prorated vacation credits; employees must complete qualifying hours first. (Art. 6)</td>
</tr>
<tr>
<td>VACATION DONATIONS TO UNIT LEAVE BANK</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>VACATION RECALL</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>VOTING TIME OFF</td>
<td>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. 2.16)</td>
</tr>
<tr>
<td>LEAVE USAGE</td>
<td></td>
</tr>
<tr>
<td>DEPENDENT CARE</td>
<td>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. (A.R. 2.30)</td>
</tr>
<tr>
<td>EARNED PAID SICK TIME</td>
<td>Up to 40 hours of unscheduled accumulated sick time per calendar year for the uses defined in ARS 23-373 without the leave being considered a negative factor. (A.R. 2.30 A, ARS 23-373)</td>
</tr>
<tr>
<td>EMERGENCY FAMILY CARE</td>
<td>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) (Personnel Rule 15B)</td>
</tr>
<tr>
<td>FAMILY LEAVE MANAGEMENT</td>
<td>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)</td>
</tr>
<tr>
<td>NON-EMERGENCY CARE</td>
<td>An employee may use up to ten (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)</td>
</tr>
<tr>
<td>BENEFITS</td>
<td></td>
</tr>
<tr>
<td>BEHAVIORAL / MENTAL HEALTH</td>
<td>Included with all health plans. Cigna - (800) 343-2183 BlueCross/BlueShield of Arizona - (602) 864-4857</td>
</tr>
<tr>
<td>BUS / LIGHT RAIL CARD</td>
<td>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.</td>
</tr>
<tr>
<td>COMMUNICATIONS ALLOWANCE</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>DEFERRED COMPENSATION PLAN - 457</td>
<td>Provides employees with a tax deferred way to save money for retirement. Employees may choose to defer up to $18,000 during calendar year 2017 on a pre-tax basis (up to $24,000 for those 50 and older). Employee contributions are deducted from the employee's paychecks. Contact Nationwide Retirement Solutions at <a href="http://www.phoenixdcp.com">www.phoenixdcp.com</a> or (602) 266-2733, or call the Benefits Office at (602) 262-4777. (Art. 3)</td>
</tr>
<tr>
<td>DEFINED CONTRIBUTION PLAN - 401(a)</td>
<td>The City contributes to 401(a) on employee’s behalf an amount equal to 0.45% of employee’s base annual salary. (Art. 3) (Pay Ord. 17a) Employees contribute on a pre tax basis from their paychecks when they make an irrevocable election to do so within the first 31 days of initial employment.</td>
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**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.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**
Confidential counseling services are available to employees and their household members to assist with personal issues, work-related problems, and behavioral health needs. Each household member has access to 12 visits per issue. For information about EAP counseling services or to schedule an appointment, call the contracted EAP provider (ComPsych) at (602) 534-5433. Online: www.guidanceresources.com WebID: PhoenixEAP

**FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM**
A Flexible Spending Account (FSA) allows enrolled employees to contribute pre-tax earnings to reimburse eligible health care and/or dependent daycare expenses incurred. Employees can contribute up to $2,500 per year for eligible health care expenses and/or up to $5,000 per year for eligible dependent daycare expenses. A debit card for healthcare expense is available. Find more information at www.asiflex.com

**LEGAL INSURANCE PLAN**
Provides employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no cost through ARAG network attorney. For a reasonable monthly premium, this enables employees to have an attorney "on retainer" for many personal legal needs. For more information, or to 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.

**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.

**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. (A.R. 2.451)

**DENTAL PLAN ACTIVE EMPLOYEES**
Employees may enroll in the Cigna Dental HMO or Cigna Dental PPO. The City pays 100% of the employee premium and 75% of the family premium. In 2018 employees can choose a buy-up Dental PPO plan that offers increased coverage and coverage for implants. The employee pays an small additional cost for the buy-up plan.

The Dental HMO requires each family member to formally select a network dentist for their services. There is no out-of-network coverage. The employee’s out-of-pocket costs are based on a fee schedule. There is no deductible and no maximum coverage limitation on most services.

The Dental PPO offers in-network and out-of-network coverage. A deductible of $50 and maximum benefit amount of $2,000 per calendar year for each covered family member apply. The plan covers 80% of covered services when using a network dentist. Coverage may be less than 80% when using an out-of-network dentist. Orthodontia coverage provides a maximum lifetime benefit of $4,000 per person. For more information visit https://cityofphoenix.sharepoint.com/sites/hr/benefits/employee-benefits.
HEALTH SAVINGS ACCOUNT
Employees enrolled in the Savers Choice Plan, a high deductible health plan, are automatically enrolled in a Health Savings Account. The City contributes annually to the Health Savings Account and the employee can contribute pre-tax earnings up to the IRS annual maximum. Any balance above $2,000 can be invested in a variety of options provided by HealthEquity. Money withdrawn from an HSA at retirement or after separating from City employment can be used, untaxed, to pay for healthcare premiums and out-of-pocket expenses incurred for eligible medical, dental and vision services.

INDUSTRIAL INSURANCE
Industriak insurance 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)

INSURANCE FOR PART-TIME EMPLOYEES
Hourly paid Unit 1 members who have worked a minimum of fifty (50) hours in each pay period for twenty-six (26) consecutive weeks shall be entitled to the same benefits as received by regular full-time Unit 1 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.

Part-time employees are allowed an hours reduction of up to two (2) weeks in one pay period in the twenty-six (26) week qualifying period and each period thereafter without impacting their eligibility to participate in the part-time employees' benefit programs.
(Art. 6)

LIFE INSURANCE
City pays for $15,000 basic life, $15,000 accidental death & dismemberment, and $75,000 on-duty protection. Part-time employees may qualify for life insurance coverage. (A.R. 2.43) (Art. 5)

Additional Life Insurance
---------------------------------------- NOT APPLICABLE ----------------------------------------

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. Long-term disability benefit payments do not begin until all forms of paid leave (vacation, sick leave, and compensatory time) are exhausted. (A.R. 2.323) Employees with less than 3 years and 1 day of City service on the last day worked before onset of disability may qualify for a maximum of 30 months of LTD benefits. Satisfactory medical documentation from a physician specialized in the disabling condition is required as part of the application process and at least annually thereafter. Independent medical examinations may be required at the City's cost as determined necessary by the City.

MEDICAL PLAN ACTIVE EMPLOYEES
The City offers comprehensive, self-funded medical and pharmacy coverage. The City contributes 80% of the premium for single and family coverage for full-time and eligible part-time employees. Medical plan choices are HMO, a PPO, and a High Deductible Health Plan with Health Savings Account (HSA). The City contributes to the HSA on an annual basis.

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.
VISION PLAN
ACTIVE EMPLOYEES
A core vision plan is available to provide low-cost annual eye exams and reduced out-of-pocket cost for glasses and/or contact lenses through your medical plan. Single and family coverage is available.

A buy-up vision plan through Avesis is the supplemental vision plan with two levels of coverage to choose from. The Avesis vision provider network includes a large number of independent, retail chains and warehouse club providers.

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). City reimburses CDL renewal fees for license/endorsements, including HazMat background screening fee.

TUITION
REIMBURSEMENT
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)
Up to $150 of the tuition fund to attend one-day, in-state, City-related seminars/training. (Pay Ord. 13m7)

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.

FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)
Upon retirement, the number of sick leave hours eligible to be cashed out and included in an employee’s Final Average salary upon retirement will be limited to the number of sick leave hours in the employee’s leave bank on July 1, 2012. (Art. 3) (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) 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. 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 age 65. 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)
PEHP is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9) and is a 100% employer-paid benefit. Employees who elect City employee medical coverage and have the premium deducted from their paycheck receive $150 per month in a PEHP account. Employees cannot contribute to this account. PEHP funds can be invested to help the account grow over time. When retired, or separated from City employment, PEHP can be used by the employee and spouse to pay for eligible medical expenses. The PEHP account administrator is Nationwide Retirement Solutions at (602) 266-2733 or toll-free at 1(800) 891-4749. Employees hired on or after August 1, 2007 are eligible for PEHP, and employees who were 15 or more years away from being eligible for service retirement on August 1, 2007 are eligible for PEHP.
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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 [www.codepublishing.com/az/phoenix](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://cityofphoenix.sharepoint.com/sites/hr/home/employee-suggestion-program](https://cityofphoenix.sharepoint.com/sites/hr/home/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 [www.phoenix.gov/employment](http://www.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.

**Other 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

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.