

2016-2019 COMPENSATION AND BENEFITS REFERENCE GUIDE

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COMPOSED OF	Unit 2: Field employees in the Aviation, Convention Center, Finance, Fire, Housing, Information Technology Services, Library, Neighborhood Services, Police, Street Transportation, and Water Services departments. Field employees in the Equipment Management, Facilities, and Downtown Facilities Management divisions in the Public Works Department.
PERIOD IN FORCE	FYS 2016-2019
SALARY PLAN(S)	004 005
WAGE / SALARY CHANGE FROM 2017-2018	----- No changes -----
STEP PROGRESSION	6 or 8 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)
<u>PAY</u>	
BILINGUAL / LINGUISTICS PAY	----- NOT APPLICABLE -----
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	City will pay \$0.20/hr to certain employees required to maintain a CDL as a secondary part of regular position duties. (Art. 3) (Pay Ord. 11g)
COMPENSATORY TIME MAXIMUM ACCRUAL	215 hours. (Art. 3) (A.R. 2.21)
COMPENSATORY TIME SELL BACK	Effective July 1, 2018, a Unit 2 member may convert accumulated compensatory time credits to cash twice per MOU year, up to a maximum of 70 hours by notifying the Department Head in writing of such intent either July and/or November. Payment will be made on or before August 31 or November 30. (Art. 3)
MILEAGE ALLOWANCE	The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2018, the rate is 54.5 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)

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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-incident spraying of herbicides and pesticides. (Art. 3) (Pay Ord. 11m)
PREMIUM PAY	----- NOT APPLICABLE -----
PRODUCTIVITY ENHANCEMENT PAY	Qualify: 6 yrs continuous service. 1 yr at top step of classification. Performance meets job requirements. \$103 (\$138.89 for employees with 23 or more years of service) for each yr of service in excess of 5 yrs up to and including the 22nd yr. Pro-rated and paid bi-weekly in regular paycheck Annual max = \$3,502/\$6,112 Qualify in November and June of each calendar year. (Art. 3)
SHIFT DIFFERENTIAL	\$0.90 per hr – 2nd, ends at or after 9:00 pm) \$1.25 per hr – 3rd \$0.40/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday. Regular, part-time employees are eligible for shift differential. (Art. 3)
SHOW-UP	4 hours minimum (Art. 3)
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
STANDBY	\$2.50 per hour (Art. 3)
TOOL ALLOWANCE	\$300 or \$600 per year for certain classifications. (Art. 5) (A.R. 2.262) (Pay Ord. 13h)
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (A.R. 2.261)
VACATION SELL-BACK	FY 16-17 and FY 17-18, May be paid up to 40 hrs of accumulated vacation once per year 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. FY 18-19, May be paid up to 80 hrs of accumulated vacation once per year 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. 15e)
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 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)

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.

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

PERSONAL LEAVE 24 hours 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)

Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below. All accumulated sick leave hours on the city's official file at the time of the member's death will be paid. Payment will be based upon the member's base hourly rate at the time of death.
 (Art. 3)

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)

For FY 18-19:

	Monthly	Maximum	Maximum
All accruals, carryover, and payout listed in hours, unless otherwise noted.	<u>Service</u>	<u>Accrual</u>	<u>Carryover</u>
	0-5 yrs	8	232 (192)*
	6-10 yrs	10	280 (240)*
	11-15 yrs	11	304 (264)*
	16-20 yrs	13	352 (312)*
	21+ yrs	15	400 (360)*

New employees must wait 6 months before using vacation (Art. 5) (Pers Rule 15b) (A.R. 2.18)

*Effective 1/1/19

VACATION FOR PART-TIME EMPLOYEES Hourly paid Unit 2 members, excluding seasonal and temporary employees, who have worked a minimum of 50 hours in each pay period for 26 consecutive weeks shall be entitled to vacation credits of 4 hours per month. Vacation credits shall be calculated and paid in cash, in December and June. (Art. 6)

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VACATION DONATIONS TO UNIT LEAVE BANK	----- NOT APPLICABLE -----
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. 2.16)
<u>LEAVE USAGE</u>	
DEPENDENT CARE	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)
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) (Personnel Rule 15B)
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	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)
<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 BCBS of Arizona, (602) 864-4857 · Blue Cross Blue Shield PPO – services provided by BCBS of Arizona, (602) 864-4857
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.
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
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 \$18,000 (\$24,000 if over age 50) during calendar year 2018. 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)	City contributes to 401(a) on employee's behalf an amount equal to 1.65% of employee's base annual salary in FY 16-17. FY17-18 increase by 0.54% for a total benefit of 2.19% of employee's gross pay. FY18-19 increase by 1.41% for a total benefit of 3.60%, plus an additional increase of 0.02% for a total benefit of 3.62% of employee's gross pay. (Art. 3) (Pay Ord. 17b)
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) 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 about a job performance referral to the EAP can call ComPsych at (602) 534-5433.

FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM 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 \$2,600 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) 262-4777 for more information.

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) 247-4185, 7 a.m. to 7 p.m. Central time, M - F or visit the ARAG website: www.ARAGLegalCenter.com (Access Code: 16922phx).

TRANSPORTATION ALLOWANCE ----- NOT APPLICABLE -----

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. Refer to the life insurance certificates online for details at <http://employee.phoenix.gov/hr/benefits/formsdocs/index.html> (A.R. 2.451)

DENTAL INSURANCE Employees may enroll in the Cigna Dental HMO or Cigna Dental PPO plans. The City pays 100% of the employee premium and 75% of the family premium.

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.

For the plan year 2018, the City has added a second Dental PPO option, the PPO Plus Dental Plan. Both Dental PPO plans offer in-network and out-of-network coverage with a deductible of \$50. The original Dental PPO plan provides a maximum benefit amount of \$2,000. The new PPO Dental Plus includes coverage for dental implants and provides a maximum benefit amount of \$3,000 based on a calendar year for each covered family member. Both plans cover 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 maximum lifetime benefit of \$4,000 per person. For more information visit <https://employee.phoenix.gov/benefits/city-benefits/dental>.

Eligible part-time employees must work 50 hours per pay period for 26 consecutive weeks to qualify for coverage in quarterly periods.

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INDUSTRIAL INSURANCE	Industrial 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 for up to one year total, per injury. (A.R. 2.32)
INSURANCE FOR PART-TIME EMPLOYEES	----- NOT APPLICABLE -----
LIFE INSURANCE	City pays for greater of 1x base annual salary or \$25,000 basic life, same basic life amount for accidental death & dismemberment, and \$75,000 on-duty protection. (A.R. 2.43) (Art. 5)
<i>Additional Life Insurance</i>	----- 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. 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.
MEDICAL PLAN ACTIVE EMPLOYEES	80% of the employee 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 Health Savings Account. Premiums will be reduced when the employee completes an annual health risk assessment (HRA). For more information visit https://employee.phoenix.gov/benefits . (Art. 5)
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	<p>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.</p> <p>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.</p>
<u>TRAINING/EDUCATION</u>	
TRAINING	<p>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 for CDL endorsements, including HazMat background screening fee. (Art. 5) (Pay Ord. 13m10)</p> <p>The City will reimburse Unit members of the Water Services Department for expenses incurred as a result of acquiring and maintaining certification required by the Arizona Department of Environmental Quality. Unit 2 member of the Water Services Department will be reimbursed for 1 failed exam and/or 1 passed exam per ADEQ certification. (Art. 6)</p>
TUITION REIMBURSEMENT	Maximum sum 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)	Unit 2 members are not eligible for seminar/workshop/professional membership reimbursement.

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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 7/1/12. (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) 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 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 <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, may elect to 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) 534-8182.

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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.