

2021-2023 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	002
UNIT CODE	002
UNIT REPRESENTATIVE	AFSCME, Local 2384
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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 2021-2023
SALARY PLAN(S)	004 005
WAGE / SALARY CHANGE FROM 2021-2022	2.38% all steps. Non-continuous payment of \$2,235 for each full-time unit employee paid out on the first full pay period in August 2021.
WAGE / SALARY CHANGE FROM 2022-2023	1.78% all steps. Non-continuous payment of \$2,279 for each full-time unit employee paid out on the first full pay period in August 2022.
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. (Pay Ord. 11g)
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
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 1/1/2021, the rate is \$0.56 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-incident spraying of herbicides and pesticides. (Art. 3) (Pay Ord. 11m)

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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 -----
TRANSPORTATION ALLOWANCE	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (A.R. 2.261)
VACATION SELL-BACK	Unit members shall be allowed “vacation sell-back” twice per calendar year, on the last paycheck of November and/or May. The total annual buy out is up to a maximum of eighty (80) hours taken in no more than forty (40) hour increments, after the employee has accumulated a minimum of one hundred twenty (120) hours of vacation leave. The employee must take a minimum of forty (40) hours of vacation/comp-time during the calendar year to qualify for these payments. (Art. 5) (Pay Ord 15e)
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 15h)
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, or employee’s serious health condition. This includes maternity leave taken. (A.R. 2.143) (Personnel Rules 15a3, 15f5)
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)

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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) (Pay Ord. 18i)

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)		Monthly	Maximum	Maximum
	Service	Accrual	Carryover	Payout
All accruals, carryover, and payout listed in hours, unless otherwise noted.	0-5 yrs	8	192	240
	6-10 yrs	10	240	300
	11-15 yrs	11	264	330
	16-20 yrs	13	312	390
	21+ yrs	15	360	450

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)

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)(Art 5)

LEAVE USAGE

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(B))

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))

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 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(A))

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 HDHP (602) 864-4857

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DENTAL INSURANCE	<p>CIGNA Dental - Choice of 3 Plans:</p> <ul style="list-style-type: none"> · HMO, CIGNA · PPO, CIGNA · PPO Plus, CIGNA <p>The City pays 100% of the monthly contribution for single employee coverage when the employee is enrolled in the base dental HMO or PPO plan. The City pays the base PPO premium when the employee enrolls in the PPO Plus plan and the employee pays the difference of the premium. When enrolled in family dental coverage, the City pays 75% of the monthly contribution, and the employee pays 25%.</p>
FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM	<p>Flexible Spending Accounts allow enrolled employees to pay for qualified health care and child care expenses for themselves and their family with pre-tax dollars, up to the I.R.S. allowed limits. For health care FSAs, the funds are available to use the first payday in January . For newly-hired employees, funds will be made available in your account following verification that the account is open. Employees enrolled in a medical plan with a Health Savings Account will be enrolled in a Limited Use health care FSA. For the daycare/eldercare FSA, funds will be available to you as they are deposited into your account. Your FSA plan year ends on December 31. You have until March 31 to submit claims for eligible services incurred from January 1 to December 31. The annual contribution limit is set to I.R.S. allowed annual limits. Limitations apply when separated from City employment. Go to https://phxbenefits.com for more information.</p>
MEDICAL INSURANCE PROGRAM CONTRIBUTIONS ACTIVE EMPLOYEES	<p>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 a Health Savings Account. Premiums will be reduced when the employee and covered spouse/domestic partner completes an annual health risk assessment (HRA). For more information visit https://phxbenefits.com.</p>
PRESCRIPTION DRUGS	<p>Elixir Solutions serves as the pharmacy administrator for Active Employee City sponsored medical plans. Offers both retail and mail order services. (833) 803-4402</p>
INSURANCE FOR PART-TIME EMPLOYEES	<p align="center">----- NOT APPLICABLE -----</p>
VISION PLAN ACTIVE EMPLOYEES	<p>A core vision plan is available to employees and dependents enrolled in a City sponsored medical plan. Employees enrolled in the Banner-Aetna HMO and BCBS PPO can access low-cost annual eye exams and reduced out-of-pocket cost for glasses or contact lenses. Employees enrolled in the BCBS Savers Choice plan receive fully covered eye exams and an allowance for glasses or contacts after meeting the plan deductible. Single and family coverage is available.</p> <p>The City's supplemental vision plan is the buy-up option offered through Davis Vision. The Davis Vision provider network includes a large number of retail chains, warehouse clubs, and independent providers. Employees pay 100% of the premium. Single and family coverage is available.</p>
WELLNESS PROGRAM	<p>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 healthy behaviors to reduce the risk of chronic disease. 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 supporting of emotional, physical and financial well-being.</p>
BENEFITS - FINANCIAL DEFERRED COMPENSATION PLAN - 457	<p>Retirement Savings Plan that provides all employees the option to defer pre-tax and/or post-tax money into a variety of investment options. This program is designed to supplement income at retirement. Defer the lesser of 100% includable income up to an annual maximum as determined 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)</p>
DEFINED CONTRIBUTION PLAN - 401(a)	<p>The City will contribute 3.62% of base wages to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 2 for each fiscal year.</p>

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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 may qualify for this benefit. Refer to the life insurance certificates online for details at <https://phxbenefits.com>. (A.R. 2.321)

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)

LIFE INSURANCE The greater of one times base salary or \$25,000. Accidental death and dismemberment. Occupational 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 ----- NOT APPLICABLE -----

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.

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 or 844-819-4775.

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) 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 or 844-819-4775.

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 or 844-819-4775.

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 for CDL endorsements, including HazMat background screening fee. (Art. 6) (Pay Ord. 13m10)

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)

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)

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(Seminar / Workshop / Professional Membership Reimbursement) Unit 2 members are not eligible for seminar/workshop/professional membership reimbursement.

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. The 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) and who have a payroll deduction for City medical insurance coverage (single or family) with a PEHP account. The City deposits \$150 per month into the employee's PEHP account when they meet the eligibility criteria. This account is to be used by the employee when he/she separates employment with the City for qualified medical expenses for themselves and/or eligible dependents. The administrator of the City's PEHP is Nationwide Retirement Solutions. Questions regarding PEHP should be directed to Nationwide Retirement Solutions at phoenixdep.com or (602) 266-2733. Questions can also be directed to the Benefits Office at (602) 262-4777.

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 <https://www.phoenix.gov/hr/job-descriptions>.

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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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/Human Resources Department Letters**
 - **Personnel Rules**