

**2016-2019 COMPENSATION AND BENEFITS REFERENCE GUIDE**

<b>BENEFIT CATEGORY</b>	<b>003</b>
UNIT CODE	003
UNIT REPRESENTATIVE	AFSCME, Local 2960
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COMPOSED OF	Office employees in clerical and paraprofessional classes Citywide.
PERIOD IN FORCE	FYS 2016-2019
SALARY PLAN(S)	006
WAGE / SALARY CHANGE FROM 2017-2018	0.60% Restoration and 0.16% Increase
STEP PROGRESSION	9 step range 6 months at Step 1, 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	----- NOT APPLICABLE -----
<b><u>PAY</u></b>	
BILINGUAL / LINGUISTICS PAY	FY 16-17 and FY 17-18, \$25 per month when authorized, certified, and required to use bilingual skills. FY 18-19, \$50 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 (Art. 3)
CAR INSURANCE ALLOWANCE	City will pay to certain driving positions \$12/mo for auto insurance expenses. (Art. 5)
CAREER ENHANCEMENT	----- NOT APPLICABLE -----
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	200 hours. (Art. 3) (A.R. 2.21)
COMPENSATORY TIME SELL BACK	Beginning FY 18-19, up to one hundred twenty (120) hours of accumulated compensatory credits may be converted to cash in no more than two, 60 hour increments. (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)

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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)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	----- NOT APPLICABLE -----
PREMIUM PAY	----- NOT APPLICABLE -----
PRODUCTIVITY ENHANCEMENT PAY	<p>Qualify: 6 yrs continuous service. 1 yr at top step of classification. Performance meets job requirements.</p> <p>\$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)</p> <p>For Unit 3 employees receiving payments during FY 2013-14, payments received semi-annually as noted below. For Unit 3 employees receiving their first payment on or after 7/1/14, payments pro-rated and paid bi-weekly in regular paycheck.</p> <p>Qual: 7/03/17, Paid: 7/21/17            Qual: 11/20/17, Paid: 12/08/17            Qual: 7/02/18, Paid: 7/20/18            Qual: 11/19/18, Paid: 12/07/18</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. (A.R. 2.19)</p>
SHIFT DIFFERENTIAL	<p>\$0.60 per hr – 2nd shift (for shifts ending at or after 10PM, and before midnight- *9PM at Library)</p> <p>\$0.80 per hr – 3rd shift (for shifts including the period of midnight and 3AM)</p> <p>(Art. 3)</p>
SHOW-UP	4 hours minimum (Art. 3)
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
STANDBY	\$3.00 per hour
	<p>STANDBY FOR COURT</p> <p>\$25.00 per day when subject to call. (Art. 3) (Pay Ord. 11u2)</p>
TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----

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UNIFORMS / CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (A.R. 2.261)
VACATION SELL-BACK	Beginning July 1, 2018, Unit 3 members shall be allowed vacation buy out 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 and has used forty (40) hours of vacation/comp-time during the calendar year. (Art. 5) (Pay Ord 15f)
VACATION SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
<b><u>LEAVE OF ABSENCE</u></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 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	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)
Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below.	Accumulated sick leave hours on the city's official file at the time of an active unit member's death will be paid. Payment will be based upon the member's base hourly rate at the time of death. (Art. 5)
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)

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**VACATION**  
(in hours)

For FY 18-19:

	Monthly	Maximum	Maximum
<u>Service</u>	<u>Accrual</u>	<u>Carryover</u>	<u>Payout</u>
0-5 yrs	8	232 <b>(192)*</b>	240
6-10 yrs	10	280 <b>(240)*</b>	300
11-15 yrs	11	304 <b>(264)*</b>	330
16-20 yrs	13	352 <b>(312)*</b>	390
21+ yrs	15	400 <b>(360)*</b>	450

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** ----- NOT APPLICABLE -----

**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)

**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)

**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**       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**

**BEHAVIORAL / MENTAL HEALTH**           Provided under one of the three medical insurance plans:  
 ·     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 -----

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**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)**                        Effective FY 2018-2019: City contributes to 401(a) on employee's behalf an amount equal to 0.1% of employee's gross pay. (Art. 3) (Pay Ord. 17c)

**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)**                        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](http://www.ARAGLegalCenter.com) (Access Code: 16922phx).

**TRANSPORTATION ALLOWANCE**                        City will pay to certain employees \$12/mo for auto insurance expenses. (Art. 5)

**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)

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**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.

**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)

*Additional Life Insurance*        City contributes to the Union per full-time employee for the purchase of additional life insurance. (Art. 5)

**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)

Office/Clerical employees at Pay Grade 320 and below and enrolled in City medical insurance plan will receive a supplemental allowance of \$66.50 twice a year, paid in August and February. 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.

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**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). 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 sum reimbursable for tuition in a fiscal year is \$6,500. (A.R. 2.51) For the 2016 - 2019 fiscal years, an employee may submit tuition expenses incurred in the prior fiscal year such that the maximum total reimbursed does not exceed \$13,000 across any two-year period. (Art. 5)

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 \$150 of the tuition fund for City-related memberships and to attend one-day, in-state, City-related seminars and training. (Art. 5)

**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.

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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](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.

- 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.