

2021-2023 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	003
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 2021-2023
SALARY PLAN(S)	006
WAGE / SALARY CHANGE FROM 2021-2022	1.6% all steps. A non-continuous payment of \$2,055 made to all full-time employees and a non-continuous payment of \$822 made to all part-time employees in Unit 3 paid on the first full pay period in August 2021.
WAGE / SALARY CHANGE FROM 2022-2023	1.73% all steps. A non-continuous payment of \$2,097 made to all full-time employees and a non-continuous payment of \$839 made to all part-time employees in Unit 3 paid on the first full pay period in August 2022.
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 -----
<u>PAY</u>	
BILINGUAL / LINGUISTICS PAY	\$75 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 -----
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	300 hours. (Art. 3) (A.R. 2.21)
COMPENSATORY TIME SELL BACK	Up to one hundred twenty (120) hours of accumulated compensatory credits may be converted to cash in no more than two, sixty (60) hour increments. (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	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 -----

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PESTICIDE APPLICATION ----- NOT APPLICABLE -----

PREMIUM PAY ----- NOT APPLICABLE -----

PRODUCTIVITY
 ENHANCEMENT PAY Qualify: 6 yrs continuous service. 1 yr at top step of classification. Performance meets job requirements.
 \$100 for each yr in excess of 5 yrs up to and including 19th yr. (employees with 20 or more yrs: \$125 for each yr up to the 29th yr)
 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.
 Qual: 6/28/2021, Paid: 7/16/21
 Qual: 11/15/21, Paid: 12/03/21
 Qual: 6/27/22, Paid: 7/15/22
 Qual: 11/14/22, Paid: 12/02/22
 Semi-Annual max = \$1,400/\$3,000
 Annual max = \$2,800/\$6,000
 (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. (A.R. 2.19)

SHIFT DIFFERENTIAL \$0.60 per hr – 2nd shift (for shifts ending at or after 10PM, and before midnight- *9PM at Library)
 \$0.80 per hr – 3rd shift (for shifts including the period of midnight and 3AM)
 \$0.10 per hr – weekend (for shifts starting on or after 2 pm on Friday and continuing through any shift that starts on or before, but not after 11:59 PM on Sunday)
 (Art. 3)

SHOW-UP 4 hours minimum (Art. 3)

SICK LEAVE SELL-BACK
 FOR PUBLIC SAFETY ----- NOT APPLICABLE -----

STANDBY \$3.00 per hour

 STANDBY FOR COURT
 The greater of either \$100 per day or in accordance with the current provisions of the Fair Labor Standards Act.
 (Art. 3) (Pay Ord. 11u2)

TOOL ALLOWANCE ----- NOT APPLICABLE -----

TRAINING PAY (POLICE) ----- NOT APPLICABLE -----

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

UNIFORMS / CLOTHING
 ALLOWANCE Provided for certain employees (Art. 5) (A.R. 2.261)

VACATION SELL-BACK 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 -----

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 -----

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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)

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 Three (3) vacation days - After completion of six months of full time employment added to vacation bank of hours (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)

VACATION (in hours)		Monthly	Maximum	Maximum
		<u>Service</u>	<u>Accrual</u>	<u>Carryover</u>
			<u>Payout</u>	
	0-5 yrs	8	232	280
All accruals, carryover, and payout listed in hours, unless otherwise noted.	6-10 yrs	10	280	340
	11-15 yrs	11	304	370
	16-20 yrs	13**	352	430
	21+ yrs	15**	400	490

**In the last three years of service an additional 80 hours may be carried over into a new calendar year.

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)(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))

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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

DENTAL INSURANCE CIGNA Dental - Choice of 3 Plans:
 · HMO, CIGNA
 · PPO, CIGNA
 · PPO Plus, CIGNA
 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%.

FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM 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.

MEDICAL INSURANCE PROGRAM CONTRIBUTIONS 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>.

ACTIVE EMPLOYEES

PRESCRIPTION DRUGS Elixir Solutions serves as the pharmacy administrator for Active Employee City sponsored medical plans. Offers both retail and mail order services. (833) 803-4402

INSURANCE FOR PART-TIME EMPLOYEES ----- NOT APPLICABLE -----

VISION PLAN ACTIVE EMPLOYEES 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.

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.

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 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.

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**BENEFITS - FINANCIAL
 DEFERRED
 COMPENSATION PLAN -
 457**

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)

**DEFINED CONTRIBUTION
 PLAN - 401(a)**

Effective July 1, 2021, the City will contribute 2.36% of monthly base wages to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 3.

**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

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

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.

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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 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). 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 2021 - 2023 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 between 7/1/07 & 6/30/09 receive additional \$100/month if enrolled in City’s retiree family medical coverage. Employees retiring on or after 7/1/09 receive additional \$100/month if enrolled in City’s retiree single or family medical coverage. Ends when City medical coverage is waived or when retiree becomes Medicare eligible 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 phoenixdcp.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, shall be paid for 25% of the unused hours at base hourly wage. (Art. 3) (A.R. 2.441)

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MISCELLANEOUS

CAREER CONSULTATION Career consultation services available to City employees. For information call the Human Resources Department, Talent Acquisition Division at (602) 495-5703.

EMPLOYEE SUGGESTION PROGRAM Cash up to \$16,667 and other awards are given for suggestions that improve City operations and services by saving money, and/or increasing productivity, quality, employee morale, or safety. For information, call the Human Resources Department, HR Connection Center at (602) 495-5700 or visit <https://employee.phoenix.gov/org-dev-learning/employee-suggestion-program> (A.R. 2.27)

JOB INFORMATION Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at <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.

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**