BENEFIT CATEGORY 004

UNIT CODE 004

UNIT REPRESENTATIVE PLEA

COMPOSED OF Police Officers

PERIOD IN FORCE FYS 2016-2019

SALARY PLAN(S) 007

WAGE / SALARY CHANGE FROM 2015-2016

WAGE / SALARY CHANGE FROM 2016-2017

WAGE / SALARY CHANGE FROM 2017-2018

STEP PROGRESSION 9 steps for base class of Police Officer
6 months at beginning step, then 1 year between steps.

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

SUMMER HOURS ------------------------ NOT APPLICABLE ------------------------

PAY

BILINGUAL / LINGUISTICS PAY Qualified sworn personnel in the Police Department who are requested to perform verbal interpretation or written translation in a language other than English, or signing activities, while conducting police related investigations may receive bilingual pay of ten dollars ($10.00) per hour (Art. 3) (Pay Ord. 11k)

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

CAR INSURANCE ------------------------ NOT APPLICABLE ------------------------

ALLOCATION

CAREER ENHANCEMENT Officers qualifying for:

<table>
<thead>
<tr>
<th>Level</th>
<th>Amount per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$73.20</td>
</tr>
<tr>
<td>2</td>
<td>$146.40</td>
</tr>
<tr>
<td>3</td>
<td>$219.60</td>
</tr>
<tr>
<td>4</td>
<td>$292.80</td>
</tr>
</tbody>
</table>

(Art. 3) (Pay Ord. 14)

COMMERCIAL DRIVER LICENSE (CDL)

SECONDARY PAY

COMPENSATORY TIME MAXIMUM ACCRUAL 250 hours. (Art. 3)

COMPENSATORY TIME SELL BACK A Unit 4 member may be paid for accumulated compensatory time by submitting a memorandum to the Fiscal Bureau requesting payment for any portion of the compensatory time. This may be done at any time upon the Unit 4 member’s request, and such payment will be made in the pay period following receipt of the memorandum by the Fiscal Bureau. (Art. 3)
MILEAGE ALLOWANCE  The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2017, the rate is 53.5 cents per mile. (A.R. 2.94)

OUT-OF-CLASS  Qualifying period of 10 shifts in 12 months. (Art. 3) (AR 2.20)

OVERTIME  1½ x regular rate for over 8 hrs/shift or 10 hrs/shift if on 4-10s (Art. 3), or any hrs worked within the 15-hr minimum (13 for 4-10) that employees are meant to be off between shifts, which certain assignment units can waive. (Art. 4)

PERFORMANCE-BASED AWARD PROGRAM  NOT APPLICABLE

PESTICIDE APPLICATION  NOT APPLICABLE

PREMIUM PAY  If the regular duty schedule for a Unit 4 member has any of their normal “N” days changed, the Unit 4 member is entitled to premium pay for each “N” that was changed.
For a Unit 4 member assigned to a 5/8’s schedule:
• One “N” day change: 4 hours at their regular rate of pay.
• Two “N” days changed: 20 hours at their regular rate of pay.
For a Unit 4 member assigned to a 4/10’s schedule:
• One “N” day change: 5 hours at their regular rate of pay.
• Two “N” days changed: 10 hours at their regular rate of pay.
• Three “N” days changed: 20 hours at their regular rate of pay.
(Art. 4)

PRODUCTIVITY ENHANCEMENT PAY  Qualify: 7 yrs continuous service. 1 yr at top step of classification. Performance meets job requirements.  
$80 for each yr in excess of 6 yrs up to 19th yr. Annual max = $2,080
$125 for each yr in excess of 20 yrs up to the 22nd yr. Annual max - $4,000
Pro-rated and paid bi-weekly in regular paycheck
Qual: 12/19/16, Qual: 6/05/17, Qual: 12/18/17, Qual: 6/04/18, Qual: 12/17/18, Qual: 6/03/19
(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/hr for shifts (or any portion of a shift) ending at or after 10 pm.
$0.25/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday.
(Art. 3)

SHOW-UP  NOT APPLICABLE

SICK LEAVE SELL-BACK FOR PUBLIC SAFETY  A Unit 4 member who has accrued 1,286 hours or more of unused sick leave may elect to have 150 hours of sick leave paid out at the member’s hourly rate in one lump sum. A Unit 4 member may only elect to exercise this benefit 3 times in their career, and not more than 1 time in a fiscal year. These payments are not considered Final Average salary for purposes of pension calculations. Eligible employees may elect to buy back their hours between July 1 and the last pay period in January each fiscal year. (Art. 3) (A.R. 2.44)
STANDBY $40/workday
$60/non-workday

STANDBY FOR COURT
2 hrs at 1½ x base hourly rate if before 1200 hrs.
2 hrs at 1½ x base hourly rate if after 1200 hrs.
Add’1 hr at 1½ x if required to remain after 1200 hrs.
(Art. 3) (Pay Ord. 11u1)

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

TRAINING PAY (POLICE) 5% of regular rate of pay for Canine Unit Training Officers, Field Training Officers, and officers assigned to train traffic/ DUI enforcement. (Art. 3) (Pay Ord. 11d)

UNIFORMS / CLOTHING ALLOWANCE $1,150 annual allowance; one-time allowance and annual maintenance for designated assignments. (Art. 5) (A.R. 2.26)

VACATION SELL-BACK May sell back up to 40 hours of vacation time each calendar year (Unit 4 member must use a minimum of 40 hours of vacation/comp-time leave during the calendar year to qualify for this benefit). This payment shall be made on the first payday of December of each year, and shall be included in the Unit 4 member’s regular, bi-weekly paycheck. (Art. 5)

VACATION SELL-BACK FOR PUBLIC SAFETY May elect to have 150 hrs paid out in a lump sum or converted into their comp bank after accumulations of min 312 hrs of vacation leave. Any Unit 4 member may only elect to exercise this benefit 4 times in their career, and not more than one time in a fiscal year. This payment is not considered Final Average salary for purposes of pension calculations. Eligible employees may elect to buy back their hours between July 1 and the last pay period in January each fiscal year. (Art. 5)

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, employee’s serious health condition, or specified reasons related to certain military deployments. (A.R. 2.143)

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

HOLIDAYS 11 legal holidays. Holidays shall be observed on the calendar days on which they fall for unit members directly involved in providing continuous 24-hour or seven-day service operations. (Art. 5) (AR 2.11)

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

JURY DUTY No loss of regular pay – may keep jury pay. (Art. 3) (A.R. 2.24)

MILITARY TRAINING An employee shall be granted time off for up to 240 hours/30 days in any two consecutive years. For National Guard and Military Reserve, only workdays are counted. (A.R. 2.39)

PERSONAL LEAVE 20 hours (2.5 days) per year; new employees must wait 6 months to take personal leave time. (Art. 5) (A.R. 2.11)
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UNIT CODE 004
UNIT REPRESENTATIVE PLEA

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))

VACATION
(in hours)

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

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

*In the last three year's of service an additional 80 hours may be carried over into a new calendar year. These hours/days must be used as paid time off prior to retirement.

VACATION FOR PART-TIME EMPLOYEES
---------------------------------------- NOT APPLICABLE ----------------------------------------

VACATION DONATIONS TO UNIT LEAVE BANK
---------------------------------------- NOT APPLICABLE ----------------------------------------

VACATION RECALL
Employees recalled from out-of-state vacation may be reimbursed for necessary and provable transportation expenses as determined by the Police Chief. (Art. 5)

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)

EARNED PAID SICK TIME
Up to 40 hours of unscheduled accumulated sick time per calendar year for the uses defined in ARS 23-373 without the leave being considered a negative factor. (A.R. 2.30 A, ARS 23-373)

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
Up to 10 hrs per yr of accumulated sick leave may be used for non-emergency home care or medical treatment for an immediate family member, when no other accumulated paid leave is available, subject to operational and scheduling factors. (Art. 5)
BENEFITS

BEHAVIORAL / MENTAL HEALTH
Included with all health plans.
Cigna - (800) 343-2183
BlueCross/BlueShield 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 a tax deferred way to save money for retirement. Employees may choose to defer up to $18,000 during calendar year 2017 on a pre-tax basis (up to $24,000 for those 50 and older). Employee contributions are deducted from the employee's paychecks. Contact Nationwide Retirement Solutions at www.phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 262-4777. (Art. 3)

DEFINED CONTRIBUTION PLAN - 401(a)
The City contributes to 401(a) on employee’s behalf an amount equal to 0.45% of employee’s base annual salary. (Art. 3) (Pay Ord. 17a) Employees contribute on a pre tax basis from their paychecks when they make an irrevocable election to do so within the first 31 days of initial employment.

ELDER CARE
Provides employees, retirees, and their household members with an important, free service to help with the problems of aging parents and other family members. Call ComPsych at (602) 534-5433.

EMERGENCY RIDE HOME PROGRAM
Provides cab vouchers for employees who ride the bus, car-pool, van-pool, bike, or walk to and from work at least three days a week. For information call the HR Connection Center (602) 495-5700.

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

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

LEGAL INSURANCE PLAN
Provides employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no cost through ARAG network attorney. For a reasonable monthly premium, this enables employees to have an attorney "on retainer" for many personal legal needs. For more information, or to contact an ARAG customer care specialist at (800) 247-4184, 7 a.m. to 7 p.m. Central time, M - F or visit the ARAG website: www.ARAGLegalCenter.com.

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. (A.R. 2.451)

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

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

The Dental PPO offers in-network and out-of-network coverage. A deductible of $50 and maximum benefit amount of $2,000 per calendar year for each covered family member apply. The plan covers 80% of covered services when using a network dentist. Coverage may be less than 80% when using an out-of-network dentist. Orthodontia coverage provides a maximum lifetime benefit of $4,000 per person. For more information visit https://cityofphoenix.sharepoint.com/sites/hr/benefits/employee-benefits.

HEALTH SAVINGS ACCOUNT
Employees enrolled in the Savers Choice Plan, a high deductible health plan, are automatically enrolled in a Health Savings Account. The City contributes annually to the Health Savings Account and the employee can contribute pre-tax earnings up to the IRS annual maximum. Any balance above $2,000 can be invested in a variety of options provided by HealthEquity. Money withdrawn from an HSA at retirement or after separating from City employment can be used, untaxed, to pay for healthcare premiums and out-of-pocket expenses incurred for eligible medical, dental and vision services.

INDUSTRIAL INSURANCE
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 $15,000 basic life, $15,000 accidental death & dismemberment, $100,000 on-duty protection, and $200,000 commuter. (A.R. 2.43) (Art. 5)

Additional Life Insurance
---------------------------------------- NOT APPLICABLE ----------------------------------------
LONG-TERM DISABILITY

Eligible employees may apply for long-term disability benefits when unable to work due to medical disability. If approved, 66 2/3% of base wage is paid after 90 continuous days of absence due to the medical disability. Long-term disability benefit payments do not begin until all forms of paid leave (vacation, sick leave, and compensatory time) are exhausted. (A.R. 2.323) Employees with less than 3 years and 1 day of City service on the last day worked before onset of disability may qualify for a maximum of 30 months of LTD benefits. Satisfactory medical documentation from a physician specialized in the disabling condition is required as part of the application process and at least annually thereafter. Independent medical examinations may be required at the City's cost as determined necessary by the City.

MEDICAL PLAN

ACTIVE EMPLOYEES

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

UNEMPLOYMENT INSURANCE

When unemployment is beyond the control of the employee, the terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.

VISION PLAN

ACTIVE EMPLOYEES

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

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).

TUITION REIMBURSEMENT

Textbooks and Lab Fees

(Seminar / Workshop / Professional Membership)

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)

Up to $500 of the tuition fund may be used for job-related seminars, workshops, and professional memberships. (Art. 5) (Pay Ord. 13m4)

RETIREMENT

FINAL AVERAGE COMPENSATION (VACATION LEAVE SNAPSHOT)

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

FINAL AVERAGE SALARY (SICK LEAVE)

------------------------------------------------- NOT APPLICABLE -------------------------------------------------
### BENEFIT CATEGORY 004

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>004</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT REPRESENTATIVE</td>
<td>PLEA</td>
</tr>
</tbody>
</table>

#### MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)

Employees who were eligible to retire in 15 years or less on August 1, 2007, are eligible for MERP benefits upon retirement from the City. Basic MERP provides the retiree with a monthly check (up to $202 based on years of service) whether or not the retiree enrolls in City medical coverage. A supplemental MERP amount is added to the Basic MERP by $10 to $50 for retirees whose gross annual pension amount is less than $25,000. Employees retiring on or after 7/1/09 receive additional $100/month if enrolled in City’s retiree medical coverage. Ends when City medical coverage is waived or when retiree reaches age 65. Additionally, if you choose City health insurance coverage as a retiree, the City will reduce the health insurance premium by means of a Qualified City Contribution ranging from $90 to $375, depending upon your type of coverage; this amount reflects a $50 City credit for family coverage. Questions regarding MERP should be directed to the Benefits Office at (602) 262-4777. (A.R. 2.42)

#### POST EMPLOYMENT HEALTH PLAN (PEHP)

PEHP is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9) and is a 100% employer-paid benefit. Employees who elect City employee medical coverage and have the premium deducted from their paycheck receive $150 per month in a PEHP account. Employees cannot contribute to this account. PEHP funds can be invested to help the account grow over time. When retired, or separated from City employment, PEHP can be used by the employee and spouse to pay for eligible medical expenses. The PEHP account administrator is Nationwide Retirement Solutions at (602) 266-2733 or toll-free at 1(800) 891-4749. Employees hired on or after August 1, 2007 are eligible for PEHP, and employees who were 15 or more years away from being eligible for service retirement on August 1, 2007 are eligible for PEHP.

#### RETIREMENT PROGRAMS

Sworn public safety employees are covered by Arizona Public Safety Personnel Retirement System (PSPRS). For more information, please visit: www.psprs.com.

#### SICK LEAVE PAYOUT AT RETIREMENT

35% of base wage over 450 hrs if 900-hr trigger is met, or 60% of base wage over 386 hrs if 1,286-hr trigger is met, or 60% of base wage for all hrs if 1,714-hr trigger is met. (Art. 3) (A.R. 2.44)

#### MISCELLANEOUS

##### CAREER CONSULTATION

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

##### EMPLOYEE SUGGESTION PROGRAM

Cash up to $16,667 and other awards are given for suggestions that improve City operations and services by saving money, and/or increasing productivity, quality, employee morale, or safety. For information, call the Human Resources Department, HR Connection Center at (602) 495-5700 or visit https://cityofphoenix.sharepoint.com/sites/hr/home/employee-suggestion-program (A.R. 2.27)

##### JOB INFORMATION

Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at www.phoenix.gov/employment.

##### 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) 534-8187.
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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.