

2021-2023 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	004
UNIT CODE	004
UNIT REPRESENTATIVE	PLEA
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COMPOSED OF	Police Officers
PERIOD IN FORCE	FYS 2021-2023
SALARY PLAN(S)	007
WAGE / SALARY CHANGE FROM 2020-2021	2.40% base wage increase for all steps. A non-continuous payment of 6.38% of base wage to all Unit employees the first paycheck of December of 2021.
WAGE / SALARY CHANGE FROM 2021-2022	1.81% base wage increase for all steps. A non-continuous payment of 5.33% of base wage to all Unit employees the first paycheck of December of 2022.
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 -----
<u>PAY</u>	
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 ALLOWANCE	----- NOT APPLICABLE -----
CAREER ENHANCEMENT	Officers qualifying for: Level Amount per pay period 1 \$ 73.20 2 \$146.40 3 \$219.60 4 \$292.80 (Art. 3) (Pay Ord. 14)
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	----- NOT APPLICABLE -----
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	300 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 1/1/2021, the rate is \$0.56 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. 3)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----

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PESTICIDE APPLICATION	----- NOT APPLICABLE -----
PREMIUM PAY	<p>If a unit member's normal duty hours are changed with less than 7 days' notice, then the unit member is entitled to premium pay.</p> <p>If a unit member's normal "N" days are changed, then the unit member is entitled to premium pay.</p> <ul style="list-style-type: none"> • For a unit member assigned to a 5/8's schedule: <ul style="list-style-type: none"> • A change in normal duty hours: 2 hours at their base hourly rate of pay. • 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 member assigned to a 4/10's schedule: <ul style="list-style-type: none"> • A change in normal duty hours: 2.5 hours at their base hourly rate of pay. • 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. <p>(Art. 4)</p>
PRODUCTIVITY ENHANCEMENT PAY	<p>Qualify: 7 yrs continuous service. 1 yr at top step of classification. Performance meets job requirements.</p> <p>\$80 for each yr in excess of 6 yrs up to 19th yr. Semi-Annual max = \$1,040 Annual max = \$2,080</p> <p>\$125 for each yr in excess of 20 yrs up to the 22nd yr. Semi-Annual Max = \$2,000 Annual max - \$4,000</p> <p>Pro-rated and paid bi-weekly in regular paycheck</p> <p>Qual: December 2021, May 2022, December 2022 and May 2023</p> <p>(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/hr for shifts (or any portion of a shift) ending at or after 10 pm.</p> <p>\$0.25/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday.</p> <p>(Art. 3)</p>
SHOW-UP	----- NOT APPLICABLE -----
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	<p>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)</p>
STANDBY	<p>\$40/workday</p> <p>\$60/non-workday</p> <p>STANDBY FOR COURT</p> <p>2 hrs at 1½ x base hourly rate if before 1200 hrs.</p> <p>2 hrs at 1½ x base hourly rate if after 1200 hrs.</p> <p>Add 1 hr at 1½ x if required to remain after 1200 hrs.</p> <p>(Art. 3) (Pay Ord. 11u1)</p>
TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	<p>5% of regular rate of pay for Canine Unit Training Officers, Field Training Officers, officers assigned to train traffic/ DUI enforcement, and detectives whom the department selects to conduct department-approved new Detective training. (Art. 3) (Pay Ord. 11d)</p>
TRANSPORTATION ALLOWANCE	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	<p>\$1,150 annual allowance; one-time allowance and annual maintenance for designated assignments. (Art. 5) (A.R. 2.26)</p>

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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 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, 15a4)																												
HOLIDAYS	11 legal holidays (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	20 hours (2.5 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.	All accumulated sick leave hours on the city's official file at the time of the member's death will be paid. Payment will be based upon the member's base hourly rate at the time of death. (Art. 3)																												
EARNED PAID SICK TIME	Employees are entitled to accrue and use up to 40 hours per year of Earned Paid Sick Time. (A.R. 2.30(A) (A.R.S. 23-373) (Personnel Rule 15d)																												
VACATION (in hours)	<table border="0"> <thead> <tr> <th></th> <th>Monthly</th> <th>Maximum</th> <th>Maximum</th> </tr> <tr> <th>Service</th> <th>Accrual</th> <th>Carryover</th> <th>Payout</th> </tr> </thead> <tbody> <tr> <td>0-5 yrs</td> <td>8</td> <td>232</td> <td>280</td> </tr> <tr> <td>6-10 yrs</td> <td>10</td> <td>280</td> <td>340</td> </tr> <tr> <td>11-15 yrs</td> <td>11</td> <td>304</td> <td>370</td> </tr> <tr> <td>16-20 yrs</td> <td>13**</td> <td>352</td> <td>430</td> </tr> <tr> <td>21+ yrs</td> <td>15**</td> <td>400</td> <td>490</td> </tr> </tbody> </table>		Monthly	Maximum	Maximum	Service	Accrual	Carryover	Payout	0-5 yrs	8	232	280	6-10 yrs	10	280	340	11-15 yrs	11	304	370	16-20 yrs	13**	352	430	21+ yrs	15**	400	490
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All accruals, carryover, and payout listed in hours, unless otherwise noted.	** 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	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)(Art 5)																												

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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

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 -----

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<p>VISION PLAN ACTIVE EMPLOYEES</p>	<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>
<p>WELLNESS PROGRAM</p>	<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>
<p>BENEFITS - FINANCIAL DEFERRED COMPENSATION PLAN - 457</p>	<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>
<p>DEFINED CONTRIBUTION PLAN - 401(a)</p>	<p>The City will contribute 2.56% of monthly gross wages to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 4 for each fiscal year.</p>
<p>BENEFITS - INSURANCE COMMUTER LIFE INSURANCE</p>	<p>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)</p>
<p>INDUSTRIAL INSURANCE</p>	<p>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)</p>
<p>LIFE INSURANCE</p>	<p>\$15,000 of employee coverage provided. 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 \$100,000</p>
<p><i>Additional Life Insurance</i></p>	<p>----- NOT APPLICABLE -----</p>
<p>LEGAL INSURANCE</p>	<p>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.</p>
<p>LONG-TERM DISABILITY</p>	<p>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)</p>

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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).

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) 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 SNAPSHOT) ----- NOT APPLICABLE -----

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. 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. The City's PEHP is a separate program and account from the PLEA PEHP.

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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 for all hours over 450 if unit member has accumulated a minimum of 900 hrs
60% of base wage for all hours over 386 hrs if unit member has accumulated a minimum of 1,286 hrs
60% of base wage for all hrs if unit member has accumulated a minimum of 1,714 hrs.
(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://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**