

**2021-2023 COMPENSATION AND BENEFITS REFERENCE GUIDE**

<b>BENEFIT CATEGORY</b>	<b>005</b>
UNIT CODE	005
UNIT REPRESENTATIVE	IAFF, Local 493
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COMPOSED OF	Firefighter, Fire Engineer, and Fire Captain
PERIOD IN FORCE	FYS 2021-2023
SALARY PLAN(S)	008 009 010
WAGE / SALARY CHANGE FROM 2020-2021	1.77% base wage increase will be applied to all Unit 5 pay steps to include assignment steps. In addition, there will be a non-continuous payment of \$5,217 for each Unit member/employee to be paid out on the first full pay period in August 2021.
WAGE / SALARY CHANGE FROM 2021-2022	1.65% base wage increase will be applied to all Unit 5 pay steps to include assignment steps. In addition, there will be a non-continuous payment of \$4,433 for each Unit member/employee to be paid out on the first full pay period in August 2022.
STEP PROGRESSION	9 steps for base class of Firefighter. 6 months at beginning step, then 1 year between steps. 3 steps for base class of Fire Engineer. 6 months at beginning step, then 1 year between steps. 3 steps for base class of Fire Captain. 1 year at step 1, then 1 year between steps. (Art. 3)
WORKWEEK	24-hour shift/56-hour week, or 4- or 5-day/40-hour week. (Art. 4) (A.R. 2.14)
SUMMER HOURS	----- NOT APPLICABLE -----
<b><u>PAY</u></b>	
BILINGUAL / LINGUISTICS PAY	All unit members/employees who meet the Fire Dept.'s linguistic skill quals and become certified shall receive a premium of \$75/mo. (Art. 3)
CALL OUT (CALL BACK)	3 hrs @ 1½ x regular rate (Art. 3)
CAR INSURANCE ALLOWANCE	----- NOT APPLICABLE -----
CAREER ENHANCEMENT	----- NOT APPLICABLE -----
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	----- NOT APPLICABLE -----
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	120 hours for 40-hour employees or 168 hours for 56-hour employees. (A.R. 2.21) (Art. 3)
COMPENSATORY TIME SELL BACK	Unit 5 employees may be paid for accumulated compensatory time credits. (Art. 3) (Pay Ord. 15i)
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 8 shifts in 12 months; 16 hrs min per shift for 56-hr employees. (Art. 3) (AR 2.201) As an alternative for qualifying only, 192 hours of out-of-class assignment (in increments of no less than seven (7) hours) shall satisfy the minimum qualifications required to become eligible for out-of-class pay. Qualifying period of 11 shifts in 12 months; 6 hrs min per shift for 40-hr employees. (Art. 3) (AR 2.201)
OVERTIME	1½ x regular rate emergency call back or hold over; 1½ x base wage for constant staffing. (Art. 3)

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PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	----- NOT APPLICABLE -----
PREMIUM PAY	----- NOT APPLICABLE -----
PRODUCTIVITY ENHANCEMENT PAY	<p>Qualify: 7 yrs continuous service. Performance meets job requirements.            \$80 for each yr in excess of 5 yrs up to 30th yr.            Pro-rated and paid bi-weekly in regular paycheck            Annual max = \$4,000            Qual: December and June of each calendar year            (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)</p>
SHIFT DIFFERENTIAL	----- NOT APPLICABLE -----
SHOW-UP	----- NOT APPLICABLE -----
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	<p>An employee who has accrued 1286 hours (56 hour employee) or 919 (40 hour employee) or more of unused sick leave may elect to have 168 hours for a 56 hour unit member/employee, or 120 hours for a 40 hour unit member/employee paid out in a lump sum. Any unit member/employee may only elect to exercise this benefit 3 times in their career, and not more than one time in a fiscal year. Eligible employees may elect to buy back their hours between July 1 and the last pay period in January each fiscal year. These payments are not considered Final Average salary for purposes of pension calculations. (Art. 3) (A.R. 2.44)</p>
STANDBY	\$1.50 per hour (A.R. 2.21)
TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----
TRANSPORTATION ALLOWANCE	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	<p>\$129.75 allowance. Payment of this uniform allowance will be made on or about August 1 of each MOU year. (Art. 5) (A.R. 2.26)</p>
VACATION SELL-BACK	<p>May sell back up to 80 hours total per M.O.U. year of accrued vacation leave to the City at the employee's regular straight-time hourly rate. This benefit shall not exceed a total of 80 hours and may be used as follows: 40 hours on the last pay period in November and/or May of each M.O.U. year. Employees will only be permitted to sell back an amount of accrued vacation hours that would not result in their total bank of hours to drop below 150 or 210 hours, depending upon the work schedule. (Art. 5)</p>
VACATION SELL-BACK FOR PUBLIC SAFETY	<p>May elect to have 252 hrs (56 hr employees) or 180 hrs (40 hr employees) paid out in a lump sum or converted into their comp bank after accumulations of min 312 hrs (56 hour employees) or 223 hrs (40 hour employees) of vacation leave. Any unit member/employee/employee may only elect to exercise this benefit 4 times in their career, and not more than one time in a fiscal year. Eligible employees may elect to buy back their hours between July 1 and the last pay period in January each fiscal year. This payment is not considered Final Average salary for purposes of pension calculations. (Art. 5)</p>
<b>LEAVE OF ABSENCE</b>	
BEREAVEMENT LEAVE	<p>Up to 3 days for death of immediate family member with additional time for air travel if out-of-state. (Personnel Rule 15h)</p>
EDUCATION LEAVE	----- NOT APPLICABLE -----
FAMILY MEDICAL LEAVE ACT RIGHTS	<p>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)</p>

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**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. (Art. 5) (A.R. 2.11)

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

**MILITARY TRAINING**                Employees who are members of the Arizona National Guard or the Reserves of the United States Armed Forces, will be entitled to a leave of absence from their duties for a period not to exceed 30 days in two consecutive years when they are engaged in ordered annual training or to attend camps, maneuvers, formations, or armory drills under orders of any branch, including the reserve or auxiliary. A day is defined as a shift of work. (Art. 5) (A.R. 2.39)

**PERSONAL LEAVE**                    ----- NOT APPLICABLE -----

**SICK LEAVE**                            Accrues 10 hours per month, unlimited accrual. (56-hour employees accrue 14 hours per month) (Personnel Rule 15c) (A.R. 2.30)

Also see “SICK LEAVE PAYOUT AT RETIREMENT” in the Retirement Section below. Upon the in-line-of-duty death or death resulting from an in-line-of-duty injury of a City employee, the City will pay the full cash value of accrued sick leave existing at the time of the employee’s death. (Pay Ord. 18i)

**EARNED PAID SICK TIME**            Employees are entitled to accrue and use up to 40 hours per year of Earned Paid Sick Time. (A.R. 2.30(A) (A.R.S. 23-373) (Personnel Rule 15d)

**VACATION**                            **2021-22**    Monthly    Maximum    Maximum  
(in hours)                            Service    Accrual    Carryover    Payout

0-5 yrs	8 (11.2)	432 (604.8)	240 (336)
6-10 yrs	10 (14)	480 (672)	300 (420)
11-15 yrs	11 (15.4)	504 (705.6)	330 (462)
16-20 yrs	13 (18.2)	552 (772.8)	390 (546)
21+ yrs	15 (21)	600 (840)	450 (630)

All accruals, carryover, and payout listed in hours, unless otherwise noted.

	<b>2022-23</b>	Monthly	Maximum	Maximum
	Service	Accrual	Carryover	Payout
0-5 yrs	8 (11.2)	352 (492.8)	240 (336)	
6-10 yrs	10 (14)	400 (560)	300 (420)	
11-15 yrs	11 (15.4)	424 (593.6)	330 (462)	
16-20 yrs	13 (18.2)	472 (660.8)	390 (546)	
21+ yrs	15 (21)	520 (728)	450 (630)	

(56-hour employee rates in parentheses)

On the second paycheck in July, every unit member/employee will receive 8.5 hours of vacation time, in addition to their other accruals, added to their vacation leave. (Art 5)

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

**VACATION DONATIONS TO UNIT LEAVE BANK**            Each unit member/employee may complete a form to voluntarily donate vacation leave time for a specified number of hours, not to exceed 100 hours per fiscal year. These forms will be processed on July 1, October 1, January 1, and April 1. The voluntary donation will continue each subsequent year on the second paycheck in July, unless revoked by the unit member. This donated time is to be used by union officers and representatives for Union-related activities as determined by the Unit 5 Union President and Executive Board. (Art. 5)

**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)

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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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**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.

**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)**           The City will contribute 4.42% of each employee's biweekly gross pay to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 5 for each fiscal year.

**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**           1 times base salary. Accidental death and dismemberment. Occupational Accidental death and dismemberment - Payable when a death or covered accident occurs in the course of performing job duties. Employee covered at \$75,000

*Additional Life Insurance*           ----- NOT APPLICABLE -----

**LEGAL INSURANCE**           Two Legal Services Plans to choose from that provide employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no or reduced cost through an ARAG network attorney. For more information contact an ARAG customer care specialist at (800) 247-4184, 7 a.m. to 7 p.m. Central time, M - F or visit the ARAG website: [www.ARAGLegalCenter.com](http://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)

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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)

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)   Unit members/employees are not eligible for seminar/workshop/professional membership reimbursement.

**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.

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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](http://www.psprs.com).

**SICK LEAVE PAYOUT AT RETIREMENT**

56-Hour Employees  
50% of base wage for all sick leave hours up to 1259  
65% of base wage for all sick leave hours from 1260 -1799  
80% of base wage for all sick leave hours from 1800 - 2399  
100% of base wage for all sick leave hours from 2400 and above

40-Hour Employees  
50% of base wage for all sick leave hours up to 899  
65% of base wage for all sick leave hours from 900 -1285  
80% of base wage for all sick leave hours from 1286 - 1713  
100% of base wage for all sick leave hours from 1714 and above. (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**