

2021-2023 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	006
UNIT CODE	006
UNIT REPRESENTATIVE	PPSLA
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COMPOSED OF	Police Supervisory/Professional Employees
PERIOD IN FORCE	FYS 2021-2023
SALARY PLAN(S)	011
WAGE / SALARY CHANGE FROM 2020-2021	1.60% base wage increase for all steps. A non-continuous payment of 5.97% of annual base wage to all Unit employees to be distributed to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 6 on the first full pay period in December 2021.
WAGE / SALARY CHANGE FROM 2021-2022	1.69% wage increase for all steps. A non-continuous payment of 5.06% of annual base wage to all Unit employees to be distributed to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 6 on the first full pay period in December 2022.
STEP PROGRESSION	8 step range 6 months at Step 1, then 1 year between steps.
WORKWEEK	Hourly (Non-Exempt): 4 or 5 days; 40 -hr week Salaried (Exempt): Time required to accomplish work (A.R. 2.21) (A.R. 2.14)
SUMMER HOURS	----- NOT APPLICABLE -----
<u>PAY</u>	
BILINGUAL / LINGUISTICS PAY	A Unit 6 employee who meets "linguistic skills" qualifications, as determined by a management review panel, or in the case of sign language determined by presenting certification recognized by the Arizona Commission for the Deaf and Hard of Hearing (ACDHH), shall be paid a premium of ten dollars per hour calculated to the nearest one-quarter hour, in addition to his/her base hourly rate, for each hour he/she is engaged in assigned and authorized interpretation and/or translation activities. (Art. 3)
CALL OUT (CALL BACK)	Hourly (Non-Exempt): 3 hrs @ 1½ x regular rate plus 30-min travel time, or until employee returns home, whichever is first. (Art. 3) Salaried (Exempt): Not Applicable (A.R. 2.21)
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	300 hrs (Art. 3) Salaried (Exempt): Not Applicable (A.R. 2.21)
COMPENSATORY TIME SELL BACK	A Unit 6 employee may be paid for accumulated compensatory time by submitting a request to the Fiscal Management Bureau requesting payment for any portion of the compensatory time. This may be done at any time upon the Unit 6 employee's request, and the Fiscal Management Bureau will make such payment in the pay period following receipt of the memorandum. (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	----- NOT APPLICABLE -----

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OVERTIME	Hourly (Non-Exempt): 1½ x regular rate for over 8 hrs/shift or 10 hrs/shift if on 4-10s, or time assigned and worked beyond a Unit 6 employee's regularly scheduled work shift if an alternative work schedule is implemented. Salaried (Exempt): Not Applicable (Art. 3)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	----- NOT APPLICABLE -----
PREMIUM PAY	<p>If a unit employee's normal duty hours are changed with less than 7 days' notice, then the unit employee is entitled to premium pay. If a unit employee's normal "N" days are changed, then the unit employee is entitled to premium pay. "Premium Pay" is calculated as follows:</p> <ul style="list-style-type: none"> • For a unit employee assigned to a 5/8'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: 4 hours at their regular rate of pay. • Two "N" days changed: 20 hours at their regular rate of pay. • For a unit employee 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>Subject to the discretion of the Chief, or designee, official mobilization as defined in Operations Order 9.1 is exempt from this section.</p> <p>A Sergeant who transfers at their request or who requests a change in work schedules, will not receive premium pay since the request is not a department directed change.</p> <p>This section does not apply to the 30 hour or more block of annual module training.</p> <p>A Sergeant is not eligible to receive both premium pay and overtime for the same hours.</p>
PRODUCTIVITY ENHANCEMENT PAY	<p>Qualify: 7 yrs continuous service. Performance meets job requirements.</p> <p>\$80 for each yr in excess of 5 yrs up to 19th yr. Annual max = \$2,240</p> <p>Employees with 20 yrs or more of service receive an annual max of \$4,000</p> <p>Pro-rated and paid bi-weekly in regular paycheck</p> <p>Qual: 11/15/21; Qual: 5/30/2022; Qual: 11/4/22; Qual: 5/29/23 (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>Hourly (Non-Exempt)</p> <p>\$0.80/hr - 2nd</p> <p>\$0.80/hr - 3rd; plus \$0.35/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday.</p> <p>Salaried (Exempt): Not applicable</p> <p>(AR 2.21)</p>
SHOW-UP	----- NOT APPLICABLE -----
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	<p>A Unit 6 employee 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 employee's hourly rate in one lump sum. A Unit 6 employee may only elect to exercise this benefit 3 times in their career, and not more than 1 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	<p>For Hourly Employees Only:</p> <p>\$40/workday</p> <p>\$80/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)</p>

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TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	Sergeants who supervise a Field Training Officer (FTO) squad will receive 5% additional pay while assigned. (Art. 3)
TRANSPORTATION ALLOWANCE	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	\$525 annual allowance; one-time allowance and annual maintenance for designated assignments. (Art. 5) (A.R. 2.26)
VACATION SELL-BACK	Effective July 1, 1998, Unit 6 employees may sell back up to 40 hours of vacation each year (Unit 6 employees must use a minimum of 40 hours of vacation/personal leave/comp-time leave during the 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 6 employee's regular, bi-weekly paycheck. Effective July 1, 2000, the Unit 6 employee may elect to invoke this benefit one additional time, provided he/she has accrued at least 300 leave hours at the time of the second election. (Art. 5) (Pay Ord. 15j)
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 6 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)
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	Hourly (Non-Exempt): 10 hours per year Salaried (Exempt): 1.25 days (based on 8-hr days). (Art. 5) (A.R. 2.51)
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	11 legal holidays; 4 hours are added to vacation leave banks to replace the Christmas Eve half-day holiday. (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	3 personal leave days (Art. 5) (A.R. 2.11)
SICK LEAVE	Accrues 10 hours per month, unlimited accrual. Salaried accrues 1.25 days/month. (Personnel Rule 15c) (A.R. 2.30)
Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below.	Upon the death of a sworn Police employee while on active work status or on approved leave status, including N-days, the City will pay all accumulated sick leave hours that remain on the City's official file at the time of the employee's death. Payment will be based upon the employee's base hourly rate of pay at the time of death. "Approved leave status," as that term is used in this paragraph, excludes retired employees, employees on suspension, and employees on long term disability or unpaid leave. (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)

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VACATION (in hours)	Service	Monthly Accrual	Maximum Carryover	Maximum Payout
	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

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)

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.

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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.

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 0.05% of base annual salary to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as sworn Police Supervisory and Professional for each fiscal year. In addition, a non-continuous payment equal to 5.97% of annual base wage will be paid into each member's deferred compensation account on the first full pay period in December 2021.

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 \$100,000

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

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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.

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) 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
 (Seminar / Workshop /
 Professional Membership
 Reimbursement)

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 \$800 of the tuition fund may be used for job-related seminars, workshops, and professional memberships. (Art. 5)

RETIREMENT

FINAL AVERAGE COMPENSATION (VACATION LEAVE SNAPSHOT)

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

FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)

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

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

POST EMPLOYMENT HEALTH PLAN (PEHP) The City’s PEHP is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9) and is a 100% employer-paid benefit. 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 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 50% of base wage for all sick leave hours from 600 - 1,699.
 80% of base wage for all sick leave hours from 1,700 to 2,399.
 100% of base wage for all sick leave hours from 2,400 and above.

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**