

2019-2021 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 2020-2021
SALARY PLAN(S)	011
WAGE / SALARY CHANGE FROM 2019-2020	0.72% increase to Step 8 only
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 member 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 member 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 member’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 1/1/2020, the rate is \$0.575 cents per mile. (A.R. 2.94)
OUT-OF-CLASS	----- NOT APPLICABLE -----
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 member’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 -----

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PREMIUM PAY 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. If a unit member’s normal “N” days are changed, then the unit member is entitled to premium pay.
 "Premium Pay" is calculated as follows:
 • For a unit member assigned to a 5/8’s schedule:
 • 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 member assigned to a 4/10’s schedule:
 • 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.
 Subject to the discretion of the Chief, or designee, official mobilization as defined in Operations Order 9.1 is exempt from this section.
 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.
 This section does not apply to the 30 hour or more block of annual module training.
 A Sergeant is not eligible to receive both premium pay and overtime for the same hours.

PRODUCTIVITY ENHANCEMENT PAY Qualify: 7 yrs continuous service. Performance meets job requirements.
 \$80 for each yr in excess of 5 yrs up to 19th yr. Annual max = \$2,240
 Employees with 20 yrs or more of service receive an annual max of \$4,000
 Pro-rated and paid bi-weekly in regular paycheck
 Qual: 11/18/19; Qual: 6/01/20; Qual: 11/16/20; Qual: 5/31/21
 (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 Hourly (Non-Exempt)
 \$0.80/hr - 2nd
 \$0.80/hr - 3rd; plus \$0.35/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday.
 Salaried (Exempt): Not applicable
 (AR 2.21)

SHOW-UP ----- NOT APPLICABLE -----

SICK LEAVE SELL-BACK FOR PUBLIC SAFETY A Unit 6 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 6 member 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)

STANDBY For Hourly Employees Only:
 \$40/workday
 \$80/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)

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)

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VACATION SELL-BACK Effective July 1, 1998, Unit 6 members may sell back up to 40 hours of vacation each year (Unit 6 members 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 member's regular, bi-weekly paycheck. Effective July 1, 2000, the Unit 6 member 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 member 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 15g)

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

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)

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

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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)

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 hours per year of accumulated sick leave in at least one hour increments for no-emergency home care or medical treatment for an immediate family member residing in the employee's household. (Art. 5)

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 - PPO – (602) 864-4857

DENTAL INSURANCE Choice of 3 dental plans – CIGNA Dental – HMO, CIGNA Dental – PPO and CIGNA Dental – PPO Plus. The City pays 100% of the employee premium and 75% of the family premium. For more information go to <https://phxbenefits.com>.

FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM Flexible Spending Accounts allow enrolled employees to pay for qualified health care and child care expenses with pre-tax dollars, up to the I.R.S. allowed limits. 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 Envision Rx provides prescription drug coverage for all three (3) 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 provide low-cost, annual eye exams and reduced, out-of-pocket cost for glasses and/or contact lenses through your medical plan. Single and family coverage is available.

A buy-up vision plan through Avesis is the supplemental vision plan with two levels of coverage to choose from. The Avesis vision provider network includes a large number of independent, retail chains and warehouse club providers.

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.

BENEFITS - FINANCIAL

DEFERRED COMPENSATION PLAN - 457 Retirement Savings Plan that provides employees the option to defer pre-tax money into a variety of investment options. This program is designed to supplement income at retirement. Defer the lesser of 100% of includable income up to an annual maximum as determine 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) City contributes to 401(a) on employee's behalf an amount equal to 0.05% of employee's gross pay. In addition, the City will make a one-time non-pensionable contribution equal to 1.94% of base salary to DCP, distributed quarterly, in 0.485% increments, on July 19, 2019, October 25, 2019, January 31, 2020, and April 24, 2020. (Pay Ord. 17f)

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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 (excluding seasonal and temporary) may qualify for this benefit. Refer to the life insurance certificates online for details at <https://phxbenefits.com>. (A.R. 2.32)

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 - 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 -----

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.

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.

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.

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

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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.