BENEFIT CATEGORY 006

UNIT CODE 006

UNIT REPRESENTATIVE PPSLA

COMPOSED OF Police Supervisory/Professional Employees

PERIOD IN FORCE FYS 2016-2019

SALARY PLAN(S) 011

WAGE / SALARY CHANGE FROM 2017-2018 1.55% 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

PAY

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 NOT APPLICABLE

CAREER ENHANCEMENT NOT APPLICABLE

COMMERCIAL DRIVER LICENSE (CDL) NOT APPLICABLE

SECONDARY PAY

COMPENSATORY TIME MAXIMUM ACCRUAL 250 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 1/1/2018, the rate is 54.5 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)
PREMIUM PAY

If the regular duty schedule for a Sergeant has any of their normal “N” days changed, the Sergeant is entitled to premium pay for each “N” that was changed.

For a Sergeant assigned to a 5/8’s schedule:
One “N” day change: 4 hours at their regular rate of pay.
Two “N” days changed: 20 hours at their regular rate of pay.

For a Sergeant assigned to a 4/10’s schedule:
One “N” day change: 5 hours at their regular rate of pay.
Two “N” days changed: 10 hours at their regular rate of pay.
Three “N” days changed: 20 hours at their regular rate of pay.

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. (Art. 4)

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: 11/21/16; Qual: 6/05/17; Qual: 11/20/17; Qual: 6/04/18; Qual: 11/19/18; Qual: 6/03/19
(Art. 3)
Qualifications for productivity enhancement pay are made in the base class and will not be affected by movement into or out of assignment positions or positions within the same pay range. (A.R. 2.19)

SHIFT DIFFERENTIAL

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’l hr at 1½ x if required to remain after 1200 hrs.
(Art. 3)
TOOL ALLOWANCE

TRAINING PAY (POLICE)
Sergeants who supervise a Field Training Officer (FTO) squad will receive 5% additional pay while assigned. (Art. 3)

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 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. 15h)

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; 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. 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.

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)
BENEFIT CATEGORY 006
UNIT CODE 006
UNIT REPRESENTATIVE PPSLA

VACATION (in hours)

For FY 18-19:

<table>
<thead>
<tr>
<th>Service</th>
<th>Monthly Accrual</th>
<th>Maximum Carryover</th>
<th>Maximum Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 yrs</td>
<td>8</td>
<td>232 (192)*</td>
<td>240</td>
</tr>
<tr>
<td>6-10 yrs</td>
<td>10</td>
<td>280 (240)*</td>
<td>300</td>
</tr>
<tr>
<td>11-15 yrs</td>
<td>11</td>
<td>304 (264)*</td>
<td>330</td>
</tr>
<tr>
<td>16-20 yrs</td>
<td>13</td>
<td>352 (312)*</td>
<td>390</td>
</tr>
<tr>
<td>21+ yrs</td>
<td>15</td>
<td>400 (360)*</td>
<td>450</td>
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</tbody>
</table>

New employees must wait 6 months before using vacation (Art. 5) (Pers Rule 15b) (A.R. 2.18)
*Effective 1/1/19

VACATION FOR PART-TIME EMPLOYEES

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

VACATION DONATIONS TO UNIT LEAVE BANK

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

VACATION RECALL

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

VOTING TIME OFF

Maximum time allowable is time necessary to provide three consecutive hours between opening of polls and start of work or end of work and closing of polls, as required by State law. Must be requested in writing to supervisor three days prior. (A.R. 2.16)

LEAVE USAGE

DEPENDENT CARE

Up to 5 incidents/40 hours of unscheduled accumulated vacation or compensatory time per calendar year for the dependent care of an immediate family member without the leave being considered a negative factor. (A.R. 2.30)

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

BEHAVIORAL / MENTAL HEALTH

Provided under one of the three medical insurance plans:
· CIGNA HMO – services provided by CIGNA Behavioral Health, (800) 343-2183
· Blue Cross Blue Shield HMO – services provided by BCBS of Arizona, (602) 864-4857
· Blue Cross Blue Shield PPO – services provided by BCBS of Arizona, (602) 864-4857

BUS / LIGHT RAIL CARD

Free (100% subsidized) bus/light rail card (Platinum Pass) available to all active part-time and full-time employees. Contact your payroll clerk, or call Central Payroll at (602) 262-6555.

COMMUNICATIONS ALLOWANCE

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

Page 4
<table>
<thead>
<tr>
<th>BENEFIT CATEGORY</th>
<th>UNIT CODE</th>
<th>UNIT REPRESENTATIVE</th>
<th>DEFERRED COMPENSATION PLAN - 457</th>
<th>DEFINED CONTRIBUTION PLAN - 401(a)</th>
<th>ELDER CARE</th>
<th>EMERGENCY RIDE HOME PROGRAM</th>
<th>EMPLOYEE ASSISTANCE PROGRAM (EAP)</th>
<th>FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM</th>
<th>LEGAL INSURANCE PLAN</th>
<th>TRANSPORTATION ALLOWANCE</th>
<th>WELLNESS PROGRAM</th>
<th>INSURANCE COMMUTER LIFE INSURANCE</th>
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<tbody>
<tr>
<td>BENEFIT CATEGORY</td>
<td>006</td>
<td>PPSLA</td>
<td>Provides employees with voluntary investment options designed to supplement income at retirement. Employees may choose to defer the lesser of 100% of includable income for 457 deferrals or $18,000 ($24,000 if over age 50) during calendar year 2018. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 262-4777. (Art. 3)</td>
<td>Provides employees with voluntary investment options designed to supplement income at retirement. Employees may choose to defer the lesser of 100% of includable income for 457 deferrals or $18,000 ($24,000 if over age 50) during calendar year 2018. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 262-4777. (Art. 3)</td>
<td>City contributes to 401(a) on employee’s behalf an amount equal to 0.05% of employee’s gross pay. (Pay Ord. 17f)</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>Flexible Spending Accounts allow enrolled employees to contribute pre-tax earnings to reimburse their eligible health care and/or dependent daycare expenses incurred. Employees can contribute up to $2,600 per year for eligible health care expenses and/or up to $5,000 per year for eligible dependent daycare expenses. Call the Benefits Office at (602) 262-4777 for more information.</td>
<td>provides employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no cost through ARAG network attorney. For a reasonable monthly premium, this enables employees to have an attorney &quot;on retainer&quot; for many personal legal needs. For more information, or to contact an ARAG customer care specialist at (800) 247-4185, 7 a.m. to 7 p.m. Central time, M - F or visit the ARAG website: <a href="http://www.ARAGLegalCenter.com">www.ARAGLegalCenter.com</a> (Access Code: 16922phx).</td>
<td>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.</td>
<td>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 <a href="https://employee.phoenix.gov/benefits/forms-and-docs">https://employee.phoenix.gov/benefits/forms-and-docs</a> (A.R. 2.451)</td>
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<td>Benefit Category</td>
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**DENTAL INSURANCE**

Employees may enroll in the Cigna Dental HMO or Cigna Dental PPO plans. The City pays 100% of the employee premium and 75% of the family premium.

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

For the plan year 2018, the City has added a second Dental PPO option, the PPO Plus Dental Plan. Both Dental PPO plans offer in-network and out-of-network coverage with a deductible of $50. The original Dental PPO plan provides a maximum benefit amount of $2,000. The new PPO Dental Plus includes coverage for dental implants and provides a maximum benefit amount of $3,000 based on a calendar year for each covered family member. Both plans cover 80% of covered services when using a network dentist. Coverage may be less than 80% when using an out-of-network dentist. Orthodontia coverage provides maximum lifetime benefit of $4,000 per person. For more information visit [https://employee.phoenix.gov/benefits/city-benefits/dental](https://employee.phoenix.gov/benefits/city-benefits/dental).

Eligible part-time employees must work 50 hours per pay period for 26 consecutive weeks to qualify for coverage in quarterly periods.

**INDUSTRIAL INSURANCE**

Industrial insurance pays 2/3 of base wage up to the average monthly wage as determined by the Industrial Commission. A certified, regular, full-time employee who is disabled and absent from work as the result of an accepted industrial injury or occupational disease, shall be kept on the City payroll and be paid an amount equal to but, not to exceed, the regular, net, take-home pay for up to one year total, per injury. (A.R. 2.32)

**INSURANCE FOR PART-TIME EMPLOYEES**

--- NOT APPLICABLE ---

**LIFE INSURANCE**

City pays for 1 x base annual salary basic life, same basic life amount for accidental death & dismemberment, and $100,000 on-duty protection. (A.R. 2.43)

**Additional Life Insurance**

--- NOT APPLICABLE ---

**LONG-TERM DISABILITY**

Eligible employees may apply for long term disability benefits when unable to work due to medical disability. If approved, 66 2/3% of base wage is paid after 90 continuous days of absence due to the medical disability. 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. (A.R. 2.323)

**MEDICAL PLAN**

**ACTIVE EMPLOYEES**

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 Health Savings Account. Premiums will be reduced when the employee completes an annual health risk assessment (HRA). For more information visit [https://employee.phoenix.gov/benefits](https://employee.phoenix.gov/benefits). (Art. 5)

**UNEMPLOYMENT INSURANCE**

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

**VISION PLAN**

**ACTIVE EMPLOYEES**

A core vision plan is available to provide low-cost, annual eye exams and reduced, out-of-pocket cost for glasses and/or contact lenses 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.
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<thead>
<tr>
<th>BENEFIT CATEGORY</th>
<th>006</th>
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<td>UNIT REPRESENTATIVE</td>
<td>PPSLA</td>
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**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 $800 of the tuition fund may be used for job-related seminars, workshops, and professional memberships. (Art. 5)

**RETIREMENT**

**FINAL AVERAGE COMPENSATION**

<table>
<thead>
<tr>
<th>VACATION LEAVE SNAPSHOT</th>
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<tr>
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<tr>
<th>FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)</th>
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<tr>
<td>------------------------------------------</td>
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<tr>
<td>NOT APPLICABLE</td>
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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. 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), who have a payroll deduction for City medical insurance coverage (single or family) with a PEHP account. The City deposits $150 per month into each eligible employee’s PEHP account. This account is to be used by the employee when he/she retires or separates employment with the City for qualified medical expenses to include health insurance premiums. The administrator of the City’s PEHP is Nationwide Retirement Solutions. Any questions regarding PEHP should be directed to Nationwide at (602) 266-2733 or toll-free at 1(800) 891-4749.

**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**

40% of base wage over 500 hrs if 1,000-hr trigger is met; percentage is increased by 1% for each full year of service in excess of twenty full years to a maximum of 50% of base hourly wage, or 60% of base wage over 386 hrs if 1,286-hr trigger is met, or 60% of base wage for all hrs if 1,714-hr trigger is met. (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 phoenix.gov/employment.

**PARKING**

Low-cost parking available to car-pools and van-pools in downtown area. Other spaces available on first-come, first-served basis with cost comparable to other similarly-located lots. Call the Ace Parking Office at (602) 534-8182.

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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.