

**2016-2019 COMPENSATION AND BENEFITS REFERENCE GUIDE**

<b>BENEFIT CATEGORY</b>	<b>007</b>
UNIT CODE	007
UNIT REPRESENTATIVE	City Manager or ASPTEA
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COMPOSED OF	Supervisory and Professional Employees
PERIOD IN FORCE	FYS 2016-2019
SALARY PLAN(S)	001 023
WAGE / SALARY CHANGE FROM 2015-2016	----- No changes -----
WAGE / SALARY CHANGE FROM 2016-2017	----- No changes -----
WAGE / SALARY CHANGE FROM 2017-2018	----- No changes -----
STEP PROGRESSION	9 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 -----
<b><u>PAY</u></b>	
BILINGUAL / LINGUISTICS PAY	Court interpretation and translation: \$4 per half-day when exceeds 15-minute minimum, for sustained word-for-word oral and written assignments. (A.R. 2.241)
CALL OUT (CALL BACK)	Hourly (Non-Exempt): 3 hrs @ 1½ x regular rate plus 45-min travel time. 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 -----
COMPENSATORY TIME MAXIMUM ACCRUAL	Hourly (Non-Exempt): 190 hours Salaried (Exempt): Not Applicable (A.R. 2.21)
COMPENSATORY TIME SELL BACK	Hourly Unit 7 employees may be paid for accumulated compensatory time credits. (A.R. 2.21) (Art. 3)
MILEAGE ALLOWANCE	The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2017, the rate is 53.5 cents per mile. (A.R. 2.94)

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OUT-OF-CLASS	Hourly (Non-Exempt): Qualifying period of 10 shifts in 24 months; 6 hrs minimum per shift. Salaried (Exempt): Not Applicable (Art. 3) (AR 2.20)
OVERTIME	Hourly(Non-Exempt): 1½ x regular rate for over 40 hrs/wk. Salaried (Exempt): Not Applicable (Art. 3)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	----- NOT APPLICABLE -----
PREMIUM PAY	Exempt only: Up to \$250/week for extended workweek, with approval. (Pay Ord 11q)
PRODUCTIVITY ENHANCEMENT PAY	Qualify: 7 yrs continuous service. 1 yr at top step in pay range. Performance meets job requirements. \$100 for each yr in excess of 5 yrs up to and including 19th yr. (employees with 20 or more yrs: \$120 for each yr up to the 30th yr)  For Unit 7 employees that received payments during FY 2013-14, payments are semi-annual in July of each calendar year (paid the second pay period in the month of July of each calendar year), and November of each calendar year (paid the first pay period in the month of December of each calendar year).  For Unit 7 employees receiving their first payment on or after 7/1/14, payments are pro-rated and paid bi-weekly in regular paycheck effective the first paycheck in July and December.  Semi-annual max = \$1,400/\$3,000 Annual max = \$2,800/\$6,000 (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. (AR 2.19)
SHIFT DIFFERENTIAL	Hourly (Non-Exempt): \$1.30/hr – 2nd \$1.30/hr – 3rd  Salaried (Exempt): \$52/week when working a <b>regularly</b> scheduled night or weekend shift.  For weekend shifts starting between 2:00pm Friday and 11:59pm Sunday: Hourly (Non-Exempt): +\$0.60/hour Salaried (Exempt): +\$4.80 per shift (AR 2.21)
SHOW-UP	Hourly (Non-Exempt): 4 hrs minimum Salaried (Exempt): Not Applicable (Art. 3)
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
STANDBY	Hourly (Non-Exempt): \$3.25/hr Salaried (Exempt): Not Applicable (A.R. 2.21)

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TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (A.R. 2.261)
VACATION SELL-BACK	Employees may be paid once per year up to a maximum of 40 hours of accumulated vacation time each year, to be paid on the last paycheck of November, contingent upon their using a minimum of 40 hours of vacation/compensation time during the same calendar year. In FY 18-19, employees may sell back twice per calendar year a maximum of 80 hours, either 40 hours each in May and November or 80 hours in November. (Art. 3)(Pay Ord. 151)
VACATION SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
<b><u>LEAVE OF ABSENCE</u></b>	
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): 16 hours per year Salaried (Exempt): 2 days per year (based on 8-hr days). (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 15c7, 15e5)
FURLOUGH	----- NOT APPLICABLE -----
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)
<i>Unpaid Holidays</i>	----- NOT APPLICABLE -----
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	24 hours (non-exempt) 3 days (exempt); new employees must wait 6 months to take personal leave time. (Art. 5) (A.R. 2.11)

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**SICK LEAVE**                       Accrues 10 hours per month, unlimited accrual. (Personnel Rule 15c) (A.R. 2.30)

Also see “SICK LEAVE PAYOUT AT RETIREMENT” in the Retirement Section below.           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))

**VACATION**                       For FY 17-18:

(in hours)	Monthly Service	Monthly Accrual	Maximum Carryover	Maximum Payout
All accruals, carryover, and payout listed in hours, unless otherwise noted.	0-5 yrs	8	232	240
	6-10 yrs	10	280	300
	11-15 yrs	11	304	330
	16-20 yrs	13	352	390
	21+ yrs	15	400	450

After July 1, 2016, July 1, 2017, and July 1, 2018 every Unit 7 member will receive three (3) hours of vacation time, in addition to their other annual accruals, added to their vacation leave. New employees must wait 6 months before using vacation (Pers Rule 15b) (A.R. 2.18)

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

**VACATION DONATIONS TO UNIT LEAVE BANK**       ----- NOT APPLICABLE -----

**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)

**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)

**EARNED PAID SICK TIME**           Up to 40 hours of unscheduled accumulated sick time per calendar year for the uses defined in ARS 23-373 without the leave being considered a negative factor. (A.R. 2.30 A, ARS23-373)

**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)

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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)

**BENEFITS**

BEHAVIORAL / MENTAL HEALTH        Included with all health plans.  
Cigna - (800) 343-2183  
BlueCross/BlueShield 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 -----

DEFERRED COMPENSATION PLAN - 457        Provides employees with a tax deferred way to save money for retirement. Employees may choose to defer up to \$18,000 during calendar year 2017 on a pre-tax basis (up to \$24,000 for those 50 and older). Employee contributions are deducted from the employee's paychecks. Contact Nationwide Retirement Solutions at [www.phoenixdcp.com](http://www.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 a percentage of employee's base annual salary.  
FY 16-17 increase by 2.02% for a total benefit of 3.93% of employee's base annual salary.  
FY 17-18 increase by 1.31% for a total benefit of 5.24% of employee's base annual salary.  
FY 18-19 increase by 0.86%, plus an additional increase of 0.13% for a total benefit of 6.23% of employee's base annual salary. (Pay Ord. 17h)

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)        Confidential counseling services are available to employees and their household members to assist with personal issues, work-related problems, and behavioral health needs. Each household member has access to 12 visits per issue. For information about EAP counseling services or to schedule an appointment, call the contracted EAP provider (ComPsych) at (602) 534-5433. Online: [www.guidanceresources.com](http://www.guidanceresources.com) WebID: PhoenixEAP

Supervisors may consult with EAP staff about an employee's work performance issues or issue a job performance referral to the EAP. Call ComPsych at (602) 534-5433.

FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM        A Flexible Spending Account (FSA) allows enrolled employees to contribute pre-tax earnings to reimburse eligible health care and/or dependent daycare expenses incurred. Employees can contribute up to \$2,500 per year for eligible health care expenses and/or up to \$5,000 per year for eligible dependent daycare expenses. A debit card for healthcare expense is available. Find more information at [www.asiflex.com](http://www.asiflex.com)

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**LEGAL INSURANCE PLAN**           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 "on retainer" for many personal legal needs. For more information, or to 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).

**TRANSPORTATION ALLOWANCE**           ----- NOT APPLICABLE -----

**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.

**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.(A.R. 2.451)

**DENTAL PLAN ACTIVE EMPLOYEES**           Employees may enroll in the Cigna Dental HMO or Cigna Dental PPO. The City pays 100% of the employee premium and 75% of the family premium. In 2018 employees can choose a buy-up Dental PPO plan that offers increased coverage and coverage for implants. The employee pays a small additional cost for the buy-up plan.

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. There is no deductible and no maximum coverage limitation on most services.

The Dental PPO offers in-network and out-of-network coverage. A deductible of \$50 and maximum benefit amount of \$2,000 per calendar year for each covered family member apply. The plan covers 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 a maximum lifetime benefit of \$4,000 per person.. For more information visit <https://cityofphoenix.sharepoint.com/sites/hr/benefits/employee-benefits>.

**HEALTH SAVINGS ACCOUNT**           Employees enrolled in the Savers Choice Plan, a high deductible health plan, are automatically enrolled in a Health Savings Account. The City contributes annually to the Health Savings Account and the employee can contribute pre-tax earnings up to the IRS annual maximum. Any balance above \$2,000 can be invested in a variety of options provided by HealthEquity. Money withdrawn from an HSA at retirement or after separating from City employment can be used, untaxed, to pay for healthcare premiums and out-of-pocket expenses incurred for eligible medical, dental and vision services.

**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 -----

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LIFE INSURANCE City pays for greater of 1 x base annual salary or \$25,000 basic life, same basic life amount for accidental death & dismemberment, and \$75,000 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 The City offers comprehensive, self-funded medical and pharmacy coverage. The City contributes 80% of the premium for single and family coverage for full-time and eligible part-time employees. Medical plan choices are HMO, a PPO, and a High Deductible Health Plan with Health Savings Account (HSA). The City contributes to the HSA on an annual basis.

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.

**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) Employees may use up to \$1,000 of the tuition fund for job-related seminars, workshops, and professional memberships (AR 2.51)

**RETIREMENT**

FINAL AVERAGE COMPENSATION (VACATION LEAVE SNAPSHOT) The amount of vacation leave eligible for inclusion in the calculation of the final average compensation at the time of retirement is limited to the number of hours in the employee's vacation bank on June 30, 2014, not to exceed amounts established by the City Manager in A.R. 2.18.

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FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)	Upon retirement, the number of sick leave hours eligible to be cashed out and included in an employee's Final Average salary upon retirement will be limited to the number of sick leave hours in the employee's leave bank on 7/1/12. (Art. 3) (A.R. 2.441)
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)	PEHP is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9) and is a 100% employer-paid benefit. Employees who elect City employee medical coverage and have the premium deducted from their paycheck receive \$150 per month in a PEHP account. Employees cannot contribute to this account. PEHP funds can be invested to help the account grow over time. When retired, or separated from City employment, PEHP can be used by the employee and spouse to pay for eligible medical expenses. The PEHP account administrator is Nationwide Retirement Solutions at (602) 266-2733 or toll-free at 1(800) 891-4749. Employees hired on or after August 1, 2007 are eligible for PEHP, and employees who were 15 or more years away from being eligible for service retirement on August 1, 2007 are eligible for PEHP.
RETIREMENT PROGRAMS	General (non-sworn) employees are covered by Social Security and the City of Phoenix Employees Retirement System (COPERS). For additional information, please refer to Chapter XXIV of the City Charter at <a href="http://www.codepublishing.com/az/phoenix">http://www.codepublishing.com/az/phoenix</a>
SICK LEAVE PAYOUT AT RETIREMENT	Upon retirement, employees with a minimum of 750 hours of accrued and unused sick leave, excluding the first 250 hours, may elect to be paid for 25% of the unused hours at base hourly wage. (A.R. 2.441)
<b><u>MISCELLANEOUS</u></b>	
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 <a href="https://cityofphoenix.sharepoint.com/sites/hr/home/employee-suggestion-program">https://cityofphoenix.sharepoint.com/sites/hr/home/employee-suggestion-program</a> . (A.R. 2.27)
JOB INFORMATION	Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at <a href="http://www.phoenix.gov/employment">www.phoenix.gov/employment</a> .
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.