

2019-2021 COMPENSATION AND BENEFITS REFERENCE GUIDE

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|---|---|
| BENEFIT CATEGORY | 007 |
| UNIT CODE | 007 |
| UNIT REPRESENTATIVE | City Manager or ASPTEA |
| <hr/> | |
| COMPOSED OF | Supervisory and Professional Employees |
| PERIOD IN FORCE | FYS 2020-2021 |
| SALARY PLAN(S) | 001 023 |
| WAGE / SALARY CHANGE FROM 2019-2020 | 1.31% all steps; Full-time Unit 7 employees will receive a one-time 1.21% annual base wage lump sum payment on August 14, 2020. Part-time Unit 7 employees will receive a one-time lump sum payment of \$328 on August 14, 2020 |
| 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 ----- |
| PAY | |
| 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 ----- |
| COMMUNICATIONS ALLOWANCE | ----- NOT APPLICABLE ----- |
| COMPENSATORY TIME MAXIMUM ACCRUAL | Hourly (Non-Exempt): 190 hours Salaried (Exempt): Not Applicable (A.R. 2.21) (Art 3) |
| 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 1/1/2020, the rate is \$0.575 cents per mile. (A.R. 2.94) |
| OUT-OF-CLASS | Hourly (Non-Exempt): Qualifying period of 10 shifts in 24 months; 6 hrs minimum per shift. Hourly employees working out-of-class in an exempt position will continue to receive stand-by and overtime pay, if applicable, until 10 qualifying shifts have been completed. 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) |

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| PRODUCTIVITY ENHANCEMENT PAY | <p>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)</p> <p>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).</p> <p>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.</p> |
| SHIFT DIFFERENTIAL | <p>Hourly (Non-Exempt): \$1.30/hr – 2nd \$1.30/hr – 3rd</p> <p>Salaried (Exempt): \$52/week when working a regularly scheduled night or weekend shift.</p> <p>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) (Art 3)</p> |
| SHOW-UP | <p>Hourly (Non-Exempt): 4 hrs minimum Salaried (Exempt): Not Applicable (Art. 3)</p> |
| SICK LEAVE SELL-BACK FOR PUBLIC SAFETY | ----- NOT APPLICABLE ----- |
| STANDBY | <p>Hourly (Non-Exempt): \$3.25/hr Salaried (Exempt): Not Applicable (A.R. 2.21)</p> |
| TOOL ALLOWANCE | ----- NOT APPLICABLE ----- |
| TRAINING PAY (POLICE) | ----- NOT APPLICABLE ----- |
| TRANSPORTATION ALLOWANCE | ----- NOT APPLICABLE ----- |
| UNIFORMS / CLOTHING ALLOWANCE | Provided for certain employees (Art. 5) (A.R. 2.261) |
| VACATION SELL-BACK | Employees may be paid twice per year up to a maximum of 80 hours of accumulated vacation time each year, to be paid on the last paycheck of May or November, contingent upon their using a minimum of 80 hours of vacation/compensation time during the same calendar year. (Art. 3)(Pay Ord. 151) |
| VACATION SELL-BACK FOR PUBLIC SAFETY | ----- NOT APPLICABLE ----- |
| 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 | <p>Hourly (Non-Exempt): 16 hours per year Salaried (Exempt): 2 days per year (based on 8-hr days). (A.R. 2.51)(Art 5)</p> |
| 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) |
| 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) |

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| 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) (Art 5) | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSONAL LEAVE | 24 hours (non-exempt) 3 days (exempt) (Art. 5) (A.R. 2.11) | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. (A.R. 2.45)(Art 5)(Pay Ord. 18i) | | | | | | | | | | | | | | | | | | | | | | | | |
| EARNED PAID SICK TIME | Employees are entitled to accrue and use up to 40 hours per year of Earned Paid Sick Time. (A.R. 2.30(A) (A.R.S. 23-373) (Personnel Rule 15d) | | | | | | | | | | | | | | | | | | | | | | | | |
| VACATION (in hours) | <table border="0"> <thead> <tr> <th></th> <th>Monthly <u>Service</u> <u>Accrual</u></th> <th>Maximum <u>Carryover</u></th> <th>Maximum <u>Payout</u></th> </tr> </thead> <tbody> <tr> <td>0-5</td> <td>8 hrs/1day</td> <td>192 hrs/24 days</td> <td>240 hrs/30 days</td> </tr> <tr> <td>6-10</td> <td>10 hrs/1.25 days</td> <td>240 hrs/30 days</td> <td>300 hrs/37.5 days</td> </tr> <tr> <td>11-15</td> <td>11 hrs/1.375days</td> <td>264 hrs/33 days</td> <td>330 hrs/41.25 days</td> </tr> <tr> <td>16-20</td> <td>13 hrs/1.625 days</td> <td>312 hrs/39 days</td> <td>390 hrs/48.75 days</td> </tr> <tr> <td>21+</td> <td>15 hrs/1.875days</td> <td>360 hrs/45 days</td> <td>450 hrs/56.25 days</td> </tr> </tbody> </table> | | Monthly <u>Service</u> <u>Accrual</u> | Maximum <u>Carryover</u> | Maximum <u>Payout</u> | 0-5 | 8 hrs/1day | 192 hrs/24 days | 240 hrs/30 days | 6-10 | 10 hrs/1.25 days | 240 hrs/30 days | 300 hrs/37.5 days | 11-15 | 11 hrs/1.375days | 264 hrs/33 days | 330 hrs/41.25 days | 16-20 | 13 hrs/1.625 days | 312 hrs/39 days | 390 hrs/48.75 days | 21+ | 15 hrs/1.875days | 360 hrs/45 days | 450 hrs/56.25 days |
| | Monthly <u>Service</u> <u>Accrual</u> | Maximum <u>Carryover</u> | Maximum <u>Payout</u> | | | | | | | | | | | | | | | | | | | | | | |
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| All accruals, carryover, and payout listed in hours, unless otherwise noted. | | | | | | | | | | | | | | | | | | | | | | | | | |
| | ** In the table above, hourly (non-exempt) employee time is reflected by hours. Salaried (exempt) employee time is reflected by days. (Art 5) | | | | | | | | | | | | | | | | | | | | | | | | |
| 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)(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) | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 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 - HEALTH | | | | | | | | | | | | | | | | | | | | | | | | | |
| BEHAVIORAL / MENTAL HEALTH CARE COVERAGE | <p>Provided under one of the three medical insurance plans:</p> <ul style="list-style-type: none"> · Banner/Aetna HMO (855) 220-6506 · Blue Cross Blue Shield PPO (602) 864-4857 · Blue Cross Blue Shield HDHP - PPO – (602) 864-4857 | | | | | | | | | | | | | | | | | | | | | | | | |

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| 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 | <p>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.</p> <p>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.</p> |
| 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 a percentage of 6.23% of employee’s base annual salary. In 2020-2021, the City will increase the DCP percentage an additional 0.27% for a total of 6.5%. (Art 3) (Pay Ord. 17h) |
| 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 up to a maximum of \$25,000. Accidental death and dismemberment - Payable when a death or covered accident occurs in the course of performing job duties. Employee covered at \$75,000 |
| <i>Additional Life Insurance</i> | ----- 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 . |

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BENEFIT CATEGORY **007**

UNIT CODE 007

UNIT REPRESENTATIVE City Manager or ASPTEA

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) 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.

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. (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)

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| 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) 801-1740. |
| 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 http://www.codepublishing.com/az/phoenix |
| 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) |
| 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. |

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.