**BENEFIT CATEGORY** 009 & 010  
**UNIT CODE** 008  
**UNIT REPRESENTATIVE** City Manager  
**COMPOSED OF** General Middle Managers & Executives  
**PERIOD IN FORCE** FY 2023-2024  
**SALARY PLAN(S)** 013 018  
**WAGE / SALARY CHANGE FROM 2023-2024** 5.23% increase. Non-continuous payment of 5.0% of base wage paid on August 25, 2023.  
**WAGE / SALARY CHANGE FROM 2024-2025** N/A. Current contract for FY 2023-2024 only.  
**STEP PROGRESSION** 1 year between steps  
**WORKWEEK** Time required to accomplish work. (A.R. 2.21) (A.R. 2.14)  
**SUMMER HOURS** NOT APPLICABLE  
**PAY**  
**BILINGUAL / LINGUISTICS PAY** NOT APPLICABLE  
**CALL OUT (CALL BACK)** NOT APPLICABLE  
**CAR INSURANCE ALLOWANCE** NOT APPLICABLE  
**COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY** NOT APPLICABLE  
**COMMUNICATIONS ALLOWANCE** $120/month (A.R. 2.29)  
**COMPENSATORY TIME ALLOWANCE** NOT APPLICABLE  
**COMPENSATORY TIME MAXIMUM ACCRUAL** NOT APPLICABLE  
**COMPENSATORY TIME SELL BACK** NOT APPLICABLE  
**MILEAGE ALLOWANCE** The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2023, the rate is 65.5 cents per mile. (A.R. 2.94)  
**OUT-OF-CLASS** NOT APPLICABLE  
**OVERTIME** NOT APPLICABLE  
**PERFORMANCE-BASED AWARD PROGRAM** Employees at the top of their salary ranges may be awarded an amount not to exceed the maximum individual payout available under the productivity enhancement/performance program (Pay Ord 16b)  
**PESTICIDE APPLICATION** NOT APPLICABLE  
**PREMIUM PAY** NOT APPLICABLE  
**PRODUCTIVITY ENHANCEMENT PAY** NOT APPLICABLE
## BENEFIT CATEGORY 009 & 010

### UNIT CODE
008

### UNIT REPRESENTATIVE
City Manager

<table>
<thead>
<tr>
<th>BENEFIT CATEGORY</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIFT DIFFERENTIAL</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>SHOW-UP</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>SICK LEAVE SELL-BACK FOR PUBLIC SAFETY</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>STANDBY</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>TOOL ALLOWANCE</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>TRAINING PAY (POLICE)</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>TRANSPORTATION ALLOWANCE</td>
<td>The transportation expense allowance for eligible Middle Managers is $300 a month and for eligible Executives $450 a month. Employees who receive the transportation expense allowance will not have a City vehicle assigned to them nor will they be allowed to use a City vehicle on a regular and on-going basis. (A.R. 2.29)</td>
</tr>
<tr>
<td>UNIFORMS / CLOTHING ALLOWANCE</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>VACATION SELL-BACK</td>
<td>Employees may be paid up to a maximum of eighty (80) hours payable in November. The payment is contingent upon the use of two (2) regular weeks of vacation leave during the same calendar year. (Pay Ord. 15a)</td>
</tr>
<tr>
<td>VACATION SELL-BACK FOR PUBLIC SAFETY</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>LEAVE OF ABSENCE</td>
<td></td>
</tr>
<tr>
<td>BEREAVEMENT LEAVE</td>
<td>Up to 3 days for death of immediate family member with additional time for air travel if out-of-state. (Personnel Rule 15g)</td>
</tr>
<tr>
<td>EDUCATION LEAVE</td>
<td>2.5 days per year. (A.R. 2.51)</td>
</tr>
<tr>
<td>FAMILY MEDICAL LEAVE ACT RIGHTS</td>
<td>FMLA: Up to 12 weeks for the birth/adoption of a child, to take care of a seriously ill immediate family member, the employee’s own serious health condition, or specified reasons related to certain military deployments and/or exigencies. (A.R. 2.143)</td>
</tr>
<tr>
<td>PAID PARENTAL LEAVE PROGRAM</td>
<td>PAID PARENTAL: Provides up to 480 hours of paid parental leave to employees (240 hours for part-time/job-share employees) during the 12 month period immediately following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. This policy will run concurrently with FMLA leave as applicable.</td>
</tr>
<tr>
<td>HOLIDAYS</td>
<td>13½ 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. (A.R. 2.11)</td>
</tr>
<tr>
<td>JURY DUTY</td>
<td>No loss of regular pay – may keep jury pay. (A.R. 2.24)</td>
</tr>
<tr>
<td>MILITARY TRAINING</td>
<td>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)</td>
</tr>
<tr>
<td>PERSONAL LEAVE</td>
<td>Three (3) Personal Leave days each calendar year. Executives with less than five years of City service will accumulate an additional three (3) Personal Leave days each calendar year until five (5) years of employment have been completed. (A.R. 2.11)</td>
</tr>
<tr>
<td>SICK LEAVE</td>
<td>Accrues 10 hours per month, unlimited accrual. Salaried accrues 1.25 days/month. (Personnel Rule 15c) (A.R. 2.30)</td>
</tr>
</tbody>
</table>

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. 17i)
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
<table>
<thead>
<tr>
<th>(in days)</th>
<th>Service</th>
<th>Monthly Accrual</th>
<th>Maximum Carryover*</th>
<th>Maximum Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5yrs</td>
<td>0.5</td>
<td>1</td>
<td>24</td>
<td>30</td>
</tr>
<tr>
<td>6-10yrs</td>
<td>0.75</td>
<td>1.25</td>
<td>30</td>
<td>37.5</td>
</tr>
<tr>
<td>11-15yrs</td>
<td>0.875</td>
<td>1.75</td>
<td>33</td>
<td>41.25</td>
</tr>
<tr>
<td>16-20yrs</td>
<td>1.0</td>
<td>2.25</td>
<td>39</td>
<td>48.75</td>
</tr>
<tr>
<td>21+yrs</td>
<td>0.5</td>
<td>1.75</td>
<td>45</td>
<td>56.25</td>
</tr>
</tbody>
</table>

*This table reflects AR 2.18.

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)

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
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 Saver's Choice Plan – (602) 864-4857

DENTAL INSURANCE
Employees may enroll in one of three Cigna dental plans: Dental PPO, Dental PPO Plus, or Dental HMO. The City pays 100% of full-time employee premium and 75% of the family premium for Cigna PPO and Cigna HMO Dental. The City pays 90.65% of full-time employee premium and 68% of the family premium for Cigna Dental PPO Plus. (800) 244-6224.

For more information visit www.phoenix.gov/benefits

FLEXIBLE SPENDING ACCOUNT
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. For more information visit www.phoenix.gov/benefits
MEDICAL INSURANCE PLAN CONTRIBUTIONS

ACTIVE EMPLOYEES

80% of the 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.

PRESCRIPTION DRUGS

Elixir Solutions provides prescription drug coverage for all three (3) medical plans. Offers both retail and mail order services. For more information visit www.phoenix.gov/benefits

INSURANCE FOR PART-TIME EMPLOYEES

Hourly paid members who have average a minimum of thirty (30) hours weekly in a calendar year shall be entitled to the same benefits as received by regular full-time Unit members. Members that meet these requirements shall

VISION PLAN ACTIVE EMPLOYEES

A core vision plan is available to employees and dependents enrolled in a City sponsored medical plan.

The City's supplemental vision plan is the buy-up option offered through Davis Vision by MetLife. For more information visit www.phoenix.gov/benefits

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. Earn up to

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 phoenixdp.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 9.0% of gross annual salary to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for anyone authorized to have an Executive or Middle Manager benefit package. If the 9.0% of gross annual salary does not equal at least $9,500.00, the City will contribute the remaining amount not to exceed a combined maximum of $9,500.00.

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 www.phoenix.gov/hr/benefits (A.R. 2.451)

INDUSTRIAL INSURANCE

Industrial benefits 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 at the current rate of pay for up to one year total, per injury. (A.R. 2.32)

LIFE INSURANCE

1.5 times base salary (up to $500k). Accidental death and dismemberment - payable when a death or covered accident occurs in the course of performing job duties. Employee covered at $75,000.

Additional Life Insurance

An employee can add to their Basic Life coverage by purchasing Optional Term Life Insurance. This coverage is provided at group rates for the employee, spouse or qualified domestic partner, and/or children. The employee pays 100% of the group premium with after-tax earnings through payroll deduction.

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 payment for tuition reimbursement through Management Development Fund is $6,500. (Full $6,500 is available if employee is using the funds to pursue a higher educational degree). (A.R. 2.281)

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 professional development expenses and job-related activities including seminars, workshops, conferences, materials, professional association memberships and certifications/licenses. (AR 2.281)

RETIEMENT

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 December 31, 2013, 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 July 1, 2012. (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)
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 or employee spouses 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 or employee spouse’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.

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

Upon retirement, Executive and Middle Management employees with a minimum of 750 hours of accrued and unused sick leave may elect to be paid for up to 20% of the unused hours at base hourly wage (A.R. 2.441)

Career consultation services available to City employees. For information call the Human Resources Department, Talent Acquisition Division at (602) 495-5703.

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)

Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at phoenix.gov/employment.

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 Department Letters
- Personnel Rules