

**2024-2026 COMPENSATION AND BENEFITS REFERENCE GUIDE**

<b>BENEFIT CATEGORY</b>	<b>009 &amp; 010</b>
UNIT CODE	008
UNIT REPRESENTATIVE	City Manager
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COMPOSED OF	General Middle Managers & Executives
PERIOD IN FORCE	FY 2024-2026
SALARY PLAN(S)	013 018
WAGE / SALARY CHANGE FROM 2024-2025	Non-continuous payment of 2.5% of base wage paid on August 23, 2024.
WAGE / SALARY CHANGE FROM 2025 -2026	N/A. Current contract for FY 2024-2026 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 -----
<b><u>PAY</u></b>	
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 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 1/1/2025, the rate is 70 cents per mile. (A.R. 2.94)
OUT-OF-CLASS	----- NOT APPLICABLE -----
OVERTIME	----- NOT APPLICABLE -----
PERFORMANCE-BASED AWARD PROGRAM	The City Manager is authorized to establish a performance-based cash award program for those Middle Managers and Executives who are at the equivalent of the top step of their salary ranges. (Pay Ord 15b)
PESTICIDE APPLICATION	----- NOT APPLICABLE -----
PREMIUM PAY	----- NOT APPLICABLE -----
PRODUCTIVITY ENHANCEMENT PAY	----- NOT APPLICABLE -----
SHIFT DIFFERENTIAL	----- NOT APPLICABLE -----

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SHOW-UP	----- NOT APPLICABLE -----
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
STANDBY	----- NOT APPLICABLE -----
TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----
TRANSPORTATION ALLOWANCE	The transportation expense allowance for eligible Middle Managers is \$350 a month and for eligible Executives \$500 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)
UNIFORMS / CLOTHING ALLOWANCE	----- NOT APPLICABLE -----
VACATION SELL-BACK	At the City Manager's discretion, employees designated as either General Executive or General Middle Manager for each fiscal year may be paid for up to a maximum of eighty (80) hours of accumulated vacation time payable in November. The payment is contingent upon the use of two (2) regular weeks of vacation time during the same calendar year. (Pay Ord 14a)
VACATION SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
<b>LEAVE OF ABSENCE</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 15h)
EDUCATION LEAVE	2.5 days per year. (A.R. 2.51)
FAMILY MEDICAL LEAVE ACT RIGHTS	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)
PAID PARENTAL LEAVE PROGRAM	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. (A.R. 2.146)
HOLIDAYS	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)
JURY DUTY	No loss of regular pay – may keep jury pay. (A.R. 2.24)
MILITARY TRAINING	An employee shall be granted time off for up to 240 hours/30 workdays/shifts in any two consecutive federal fiscal years. (A.R. 2.39)
PERSONAL LEAVE	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)
SICK LEAVE	Accrues 10 hours per month, unlimited accrual. Salaried accrues 1.25 days/month. (Personnel Rule 15c) (A.R. 2.30)
Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below.	Upon the 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)



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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 <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a>
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 be eligible for participation in the City's Health, Life, and Dental insurance programs. The City's premium participation will be the same as that provided for full-time employees. Continuation of participation under these plans will be determined by reviewing the average hours worked in the prior 12-month period every calendar year on October 1. This qualifying period will be determined for the following benefit year effective January 1. If the employee separates from City employment, the participation will cease.
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 <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a>
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 \$40/\$60 per month by completing annual wellness incentive requirements. For more information visit <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a>
<b>BENEFITS - FINANCIAL</b>	
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 <a href="http://phoenixdep.com">phoenixdep.com</a> 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.
<b>BENEFITS - INSURANCE</b>	
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 <a href="http://www.phoenix.gov/hr/benefits">www.phoenix.gov/hr/benefits</a> (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.
<i>Additional Life Insurance</i>	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.



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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 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.
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, 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)
<b>MISCELLANEOUS</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://employee.phoenix.gov/org-dev-learning/employee-suggestion-program">https://employee.phoenix.gov/org-dev-learning/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://phoenix.gov/employment">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.

**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**