**BENEFIT CATEGORY** | 009 & 010  
**UNIT CODE** | 008  
**UNIT REPRESENTATIVE** | City Manager  
**COMPOSED OF** | General Middle Managers & Executives  
**PERIOD IN FORCE** | FYS 2020-2021  
**SALARY PLAN(S)** | 013  
**WAGE / SALARY CHANGE FROM 2019-2020** | 1.49% increase  
Staff who complete their MAPs by the deadline established by the City Manager, will receive a one-time payment equal to 1.13% annual base salary.  
**STEP PROGRESSION** | NOT APPLICABLE  
**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  
**CAREER ENHANCEMENT** | NOT APPLICABLE  
**COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY** | NOT APPLICABLE  
**COMMUNICATIONS ALLOWANCE** | $100/month (A.R. 2.29) Effective July 2020 this amount will increase to $120/month  
**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 1/1/2020, the rate is $0.575 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  
**SHIFT DIFFERENTIAL** | NOT APPLICABLE  
**SHOW-UP** | NOT APPLICABLE  
**SICK LEAVE SELL-BACK FOR PUBLIC SAFETY** | NOT APPLICABLE
TRANSPORTATION ALLOWANCE
The transportation expense allowance for eligible Middle Managers is $280 a month and for eligible Executives $435 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)

VACATION SELL-BACK
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)

VACATION SELL-BACK FOR PUBLIC SAFETY

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
2.5 days per year. (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)

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. (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 days in any two consecutive years. For National Guard and Military Reserve, only workdays are counted. (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.

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 days)

<table>
<thead>
<tr>
<th>Service</th>
<th>Monthly Accrual</th>
<th>Maximum Carryover</th>
<th>Maximum Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5yrs</td>
<td>1</td>
<td>24</td>
<td>30</td>
</tr>
<tr>
<td>6-10yrs</td>
<td>1.25</td>
<td>30</td>
<td>37.5</td>
</tr>
<tr>
<td>11-15yrs</td>
<td>1.375</td>
<td>33</td>
<td>41.25</td>
</tr>
<tr>
<td>16-20yrs</td>
<td>1.625</td>
<td>39</td>
<td>48.75</td>
</tr>
<tr>
<td>21+yrs</td>
<td>1.875</td>
<td>45</td>
<td>56.25</td>
</tr>
</tbody>
</table>

VACATION FOR PART-TIME EMPLOYEES

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**NOTE:** The information provided is a summary of the benefits and leave policies for employees in the City Manager unit code 008. For complete details, please refer to the 2019-2021 Compensation and Benefits Reference Guide.
**VACATION DONATIONS TO UNIT LEAVE BANK**

<table>
<thead>
<tr>
<th>Benefit Category</th>
<th>009 &amp; 010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Code</td>
<td>008</td>
</tr>
<tr>
<td>Unit Representative</td>
<td>City Manager</td>
</tr>
</tbody>
</table>

**VACATION RECALL**

<table>
<thead>
<tr>
<th>Benefit Category</th>
<th>009 &amp; 010</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Unit Representative</td>
<td>City Manager</td>
</tr>
</tbody>
</table>

**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**
Up to 5 days or 40 hours of sick leave may be authorized per incident when an immediate family member is

**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**
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 HDHP - PPO – (602) 864-4857

**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.

**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**

<table>
<thead>
<tr>
<th>Benefit Category</th>
<th>009 &amp; 010</th>
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</table>

**VISION PLAN**
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.

**ACTIVE EMPLOYEES**
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.

**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.
PROGRAM (EAP)  

EMPLOYEE ASSISTANCE PROGRAM

EMERGENCY RIDE HOME Provides employees, retirees, and their household members with an important, free service to help with the problems of aging parents and other family members. For information call the HR Connection Center (602) 495-5700.

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.

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.

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.
## 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**
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)

## 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 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 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)

### 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
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, 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)

## 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.
BENEFIT CATEGORY: 009 & 010
UNIT CODE: 008
UNIT REPRESENTATIVE: City Manager

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.