

**2021-2023 COMPENSATION AND BENEFITS REFERENCE GUIDE**

<b>BENEFIT CATEGORY</b>	<b>017 &amp; 019</b>
UNIT CODE	008
UNIT REPRESENTATIVE	City Manager
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COMPOSED OF	Fire Middle Managers & Executives
PERIOD IN FORCE	FYS 2021-2023
SALARY PLAN(S)	014 024 025
WAGE / SALARY CHANGE FROM 2020-2021	1.59% base wage increase Staff will receive a non-continuous payment of 4.89% base wage to appear on the August 27, 2021 paycheck. This payment will be contingent on completing the 2021-2022 MAP goal setting by August 9, 2021.
WAGE / SALARY CHANGE FROM 2021-2022	1.64% base wage increase Staff will receive a non-continuous payment of 4.10% base wage to appear on the August 26, 2022 paycheck. This payment will be contingent on criteria established by the City Manager, which will be communicated at a later date.
STEP PROGRESSION	----- NOT APPLICABLE -----
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 -----
CAREER ENHANCEMENT	----- 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 1/1/2021, the rate is \$0.56 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 -----

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SHIFT DIFFERENTIAL            ----- NOT APPLICABLE -----

SHOW-UP                            ----- NOT APPLICABLE -----

SICK LEAVE SELL-BACK FOR PUBLIC SAFETY        Effective July 1, 2014, and thereafter, an employee who has accrued 1286 hours or more (if a 56 hour employee) or 919 hours or more (if a 40 hour employee) of unused sick leave may elect to have 168 hours for a 56 hour Unit member, or 120 hours for a 40 hour Unit member paid out in a lump sum. Any Unit member may only elect to exercise this benefit 3 times in their career, and not more than one time in a fiscal year. These payments are not considered Final Average salary for purposes of pension calculations. (A.R. 2.44)

STANDBY                            ----- NOT APPLICABLE -----

TOOL ALLOWANCE                ----- NOT APPLICABLE -----

TRAINING PAY (POLICE)        ----- NOT APPLICABLE -----

TRANSPORTATION ALLOWANCE        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)

UNIFORMS / CLOTHING ALLOWANCE        \$925 annual allowance (A.R. 2.26)

VACATION SELL-BACK            Employees who work a 40-hour shift, for each fiscal year, may be paid for up to a maximum of eighty (80) hours of accumulated vacation time payable in November. Employees who work a 56-hour shift, may be paid for up to a maximum of one hundred and twelve (112) hours of accumulated vacation time 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. 15c)

VACATION SELL-BACK FOR PUBLIC SAFETY        May elect to have 252 hrs (56 hr employees) or 180 hrs (40 hr employees) paid out in a lump sum or converted into their comp bank after accumulations of min 312 hrs of vacation leave (56 hr employees) or 223 hrs of vacation leave (40 hr employees). Any Unit member may only elect to exercise this benefit 4 times in their career, and not more than one time in a fiscal year. This payment is not considered Final Average salary for purposes of pension calculations. (A.R. 2.171)

**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 15h)

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 15a3, 15f5)

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)

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**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. 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)

<b>VACATION</b> (in days)		Monthly	Maximum	Maximum
	Service	Accrual	Carryover	Payout
	0-5yrs	1	24	30
	6-10yrs	1.25	30	37.5
	11-15yrs	1.375	33	41.25
	16-20yrs	1.625	39	48.75
	21+yrs	1.875	45	56.25
All accruals, carryover, and payout listed in hours, unless otherwise noted.	Rates above are listed in days			

**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(B))

**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(A))

**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(A))

**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(A))

**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 HDHP (602) 864-4857

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DENTAL INSURANCE            CIGNA Dental - Choice of 3 Plans:  
    · HMO, CIGNA  
    · PPO, CIGNA  
    · PPO Plus, CIGNA  
 The City pays 100% of the monthly contribution for single employee coverage when the employee is enrolled in the base dental HMO or PPO plan. The City pays the base PPO premium when the employee enrolls in the PPO Plus plan and the employee pays the difference of the premium. When enrolled in family dental coverage, the City pays 75% of the monthly contribution, and the employee pays 25%.

FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM        Flexible Spending Accounts allow enrolled employees to pay for qualified health care and child care expenses for themselves and their family with pre-tax dollars, up to the I.R.S. allowed limits. For health care FSAs, the funds are available to use the first payday in January . For newly-hired employees, funds will be made available in your account following verification that the account is open. Employees enrolled in a medical plan with a Health Savings Account will be enrolled in a Limited Use health care FSA. For the daycare/eldercare FSA, funds will be available to you as they are deposited into your account. Your FSA plan year ends on December 31. You have until March 31 to submit claims for eligible services incurred from January 1 to December 31. The annual contribution limit is set to I.R.S. allowed annual limits. Limitations apply when separated from City employment. 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        Elixir Solutions serves as the pharmacy administrator for Active Employee City sponsored medical plans. Offers both retail and mail order services. (833) 803-4402

INSURANCE FOR PART-TIME EMPLOYEES        ----- NOT APPLICABLE -----

VISION PLAN ACTIVE EMPLOYEES        A core vision plan is available to employees and dependents enrolled in a City sponsored medical plan. Employees enrolled in the Banner-Aetna HMO and BCBS PPO can access low-cost annual eye exams and reduced out-of-pocket cost for glasses or contact lenses. Employees enrolled in the BCBS Savers Choice plan receive fully covered eye exams and an allowance for glasses or contacts after meeting the plan deductible. Single and family coverage is available.

The City's supplemental vision plan is the buy-up option offered through Davis Vision. The Davis Vision provider network includes a large number of retail chains, warehouse clubs, and independent providers. Employees pay 100% of the premium. Single and family coverage is available.

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 healthy behaviors to reduce the risk of chronic disease. 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 supporting of emotional, physical and financial well-being.

**BENEFITS - FINANCIAL DEFERRED COMPENSATION PLAN - 457**        Retirement Savings Plan that provides all employees the option to defer pre-tax and/or post-tax money into a variety of investment options. This program is designed to supplement income at retirement. Defer the lesser of 100% includable income up to an annual maximum as determined by the I.R.S. Contact Nationwide Retirement Solutions at [phoenixdep.com](http://phoenixdep.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.

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**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 may qualify for this benefit. Refer to the life insurance certificates online for details at <https://phxbenefits.com>. (A.R. 2.321)

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      For Middle Manager employees, the City pays for 1 ½ x base annual salary basic life, same basic life amount for accidental death & dismemberment up to \$500,000, and \$75,000 on-duty protection. For Executive employees, the rate is 1.75 times x base annual salary basic life, same basic life amount for accidental death & dismemberment up to \$500,000, and \$75,000 on-duty protection. (A.R. 2.43)

*Additional Life Insurance*      ----- 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](http://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 or 844-819-4775.

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)      All Fire Department employees and their families have AETNA EAP as their contracted provider. Call 1(888) 238-6232, or visit [www.aetnaeap.com](http://www.aetnaeap.com) (company ID code: 4PHXLIFE).

**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  
(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)

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**RETIREMENT**

FINAL AVERAGE COMPENSATION (VACATION LEAVE SNAPSHOT)      ----- NOT APPLICABLE -----

FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)      ----- NOT APPLICABLE -----

**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 between 7/1/98 & 6/30/09 receive additional \$100/month if enrolled in City's retiree family medical coverage. Employees retiring on or after 7/1/09 receive additional \$100/moth if enrolled in City's retiree single or family medical coverage. Ends when City medical coverage is waived or when retiree reaches Medicare eligibility. 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. The 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) and who have a payroll deduction for City medical insurance coverage (single or family) with a PEHP account. The City deposits \$150 per month into the employee's PEHP account when they meet the eligibility criteria. This account is to be used by the employee when he/she separates employment with the City for qualified medical expenses for themselves and/or eligible dependents. The administrator of the City's PEHP is Nationwide Retirement Solutions. Questions regarding PEHP should be directed to Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733. Questions can also be directed to the Benefits Office at (602) 262-4777.

**RETIREMENT PROGRAMS**      Sworn public safety employees are covered by Arizona Public Safety Personnel Retirement System (PSPRS). For more information, please visit: [www.psprs.com](http://www.psprs.com).

**SICK LEAVE PAYOUT AT RETIREMENT**      40% of base hourly wage for all accrued sick leave hours exceeding 500 (700 for 56-hour employees) if a minimum of 1,000 (1,400 for 56-hour employees) has been accrued. Percentage is increased by 1% for each full year of service in excess of 20 full years to a maximum of 50% of base hourly wage, OR  
60% of base hourly wage for all accrued sick leave hours exceeding 386 hours (540 for 56-hour employees) if a minimum of 1,286 hours (1,800 for 56-hour employees) has been accrued, OR  
60% of base hourly wage for all accrued sick leave hours if a minimum of 1,714 hours (2,400 hours for 56-hour employees) has been accrued.

**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 <https://www.phoenix.gov/hr/job-descriptions>.

**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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**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/Human Resources Department Letters**
  - **Personnel Rules**