

2024-2026 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	017 & 019
UNIT CODE	008
UNIT REPRESENTATIVE	City Manager
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COMPOSED OF	Fire Middle Managers & Executives
PERIOD IN FORCE	FY 2024-2026
SALARY PLAN(S)	014 024 025
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 -----
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 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 1/1/2024, the rate is 67 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	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 \$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	\$925 annual allowance (A.R. 2.26)
VACATION SELL-BACK	At the City Manager's discretion, employees designated as either Fire Executive or Middle Managers 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 payments are contingent upon the use of two (2) regular weeks of vacation time during the same calendar year. (Pay Ord 14c)
VACATION SELL-BACK FOR PUBLIC SAFETY	40-hour Fire Middle Managers and Executives may be paid up to 80 hours of accumulated vacation time, payable in November, and conditional upon having used 80 hours of vacation time during the calendar year. The 56-hour Middle Managers and Executives may be paid up to 112 hours of accumulated vacation time payable in November, and their sell-back is conditional upon having used 96 hours of vacation time during the calendar year.
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	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)

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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 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 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	<p>A core vision plan is available to employees and dependents enrolled in a City sponsored medical plan.</p> <p>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</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. Earn up to \$40/\$60 per month by completing annual wellness incentive requirements. For more information visit www.phoenix.gov/benefits
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 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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FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)	With one full year in the category, retiring Executive or Middle Managers will qualify for sick leave payout at the employee's base rate of pay for 20% of the unused sick leave hours. (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 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	Sworn public safety employees are covered by Arizona Public Safety Personnel Retirement System (PSPRS). For more information, please visit: www.psprs.com .
SICK LEAVE PAYOUT AT RETIREMENT	<p>25% of base hourly wage for all accrued sick leave hours: -For 40-hour employees exceeding 500 but less than 900 hours (excluding the first 500 hours) -For 56-hour employees exceeding 700 but less than 1260 hours (excluding the first 700 hours)</p> <p>55% of base hourly wage for all accrued sick leave hours: -For 40-hour employees with at least 900 hours but less than 1286 hours (excluding the first 500 hours) -For 56-hour employees with at least 1260 hours but less than 1800 hours (excluding the first 700 hours)</p> <p>65% of base hourly wage for all accrued sick leave hours: -For 40-hour employees with at least 1286 hours but less than 1714 hours (excluding the first 386 hours) -For 56-hour employees with at least 1800 hours but less than 2400 hours (excluding the first 540 hours)</p> <p>75% of base hourly wage for all accrued sick leave hours: -For 40-hour employees with 1714 hours or greater -For 56-hour employees with 2400 hours or greater</p>
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-

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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 Department Letters**
 - **Personnel Rules**