| BENEFIT CATEGORY | 017 \& 019 |
| :---: | :---: |
| UNIT CODE | 008 |
| UNIT REPRESENTATIVE | City Manager |
| COMPOSED OF | Fire Middle Managers \& Executives |
| PERIOD IN FORCE | FY 2023-2024 |
| SALARY PLAN(S) | $\begin{aligned} & 014 \\ & 024 \\ & 025 \end{aligned}$ |
| WAGE / SALARY CHANGE FROM 2023-2024 | 4.0\% 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 |  |
| PAY |  |
| BILINGUAL / LINGUISTICS PAY |  |
| CALL OUT (CALL BACK) |  |
| CAR INSURANCE ALLOWANCE |  |
| COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY |  |
| COMMUNICATIONS ALLOWANCE | \$120/month (A.R. 2.29) |
| COMPENSATORY TIME MAXIMUM ACCRUAL |  |
| COMPENSATORY TIME SELL BACK |  |
| 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 |  |
| 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 |  |
| PREMIUM PAY |  |
| PRODUCTIVITY ENHANCEMENT PAY |  |


| BENEFIT CATEGORY | 017 \& 019 |
| :---: | :---: |
| UNIT CODE | 008 |
| UNIT REPRESENTATIVE | City Manager |
| SHIFT DIFFERENTIAL |  |
| SHOW-UP |  |
| 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 |  |
| TOOL ALLOWANCE |  |
| TRAINING PAY (POLICE) |  |
| 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 vaction time during the calendar year. The 56-hour Middle Managers and Executives may be paid up to 112 hours of accumalated 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/jobshare 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 | $131 / 2$ 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) |



## BENEFIT CATEGORY

UNIT CODE

UNIT REPRESENTATIVE

DENTAL INSURANCE

017 \& 019

008

City Manager

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

MEDICAL INSURANCE PLAN
CONTRIBUTIONS
ACTIVE EMPLOYEES

PRESCRIPTION DRUGS

INSURANCE FOR PART-TIME EMPLOYEES

VISION PLAN
ACTIVE EMPLOYEES

WELLNESS PROGRAM

BENEFITS - FINANCIAL
DEFERRED COMPENSATION
PLAN - 457

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
$80 \%$ 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.

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

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.

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

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

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 phoenixdcp.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 $\$ 9,500.00$.

| BENEFIT CATEGORY | 017 \& 019 |
| :---: | :---: |
| UNIT CODE | 008 |
| UNIT REPRESENTATIVE | City Manager |
| 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 (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 | Unit 171.5 times base salary (up to $\$ 500 \mathrm{k}$ ). Unit 191.75 times base salary (up to $\$ 500 \mathrm{k}$ ) 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, $662 / 3 \%$ 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) | All Fire Department employees and their families have AETNA EAP as their contracted provider. Call 1(888) 2386232, or visit 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 Textbooks and Lab Fees | 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) <br> 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) | At City Manager's discretion, reimbursement of individual development expenses up to an annual maximum equal to $\$ 2,006$ for Executives and Middle Managers. (Pay Ord. 13.m.1) |

## RETIREMENT

## BENEFIT CATEGORY

## 017 \& 019

## UNIT CODE

UNIT REPRESENTATIVE

## FINAL AVERAGE COMPENSATION (VACATION LEAVE SNAPSHOT)

FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)

MEDICAL EXPENSE
REIMBURSEMENT PLAN (MERP)

POST EMPLOYMENT HEALTH PLAN (PEHP)

## RETIREMENT PROGRAMS

SICK LEAVE PAYOUT AT RETIREMENT

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)

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) 2624777. (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.

Sworn public safety employees are covered by Arizona Public Safety Personnel Retirement System (PSPRS). For more information, please visit: www.psprs.com.
$\mathbf{2 5 \%}$ 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)
$\mathbf{5 5 \%}$ 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)
$\mathbf{6 5 \%}$ 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)
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

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) 5348182.

BENEFIT CATEGORY
017 \& 019

UNIT CODE 008

UNIT REPRESENTATIVE
City Manager

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

