

2023-2024 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	002
UNIT CODE	002
UNIT REPRESENTATIVE	AFSCME, Local 2384
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COMPOSED OF	Unit 2: Field employees in the Aviation, Convention Center, Finance, Fire, Housing, Information Technology Services, Library, Neighborhood Services, Police, Street Transportation, and Water Services departments. Field employees in the Equipment Management, Facilities, and Downtown Facilities Management divisions in the Public Works Department.
PERIOD IN FORCE	FY 2023-2024
SALARY PLAN(S)	004 200
WAGE / SALARY CHANGE FROM 2023-2024	5.55% increase for all steps. Non-continuous payment of 5.0% of base wage for all Unit 2 employees paid August 25, 2023.
WAGE / SALARY CHANGE FROM 2024 -2025	N/A. Current contract for FY 2023-2024 only.
STEP PROGRESSION	1 year between steps Part-time employees (excluding seasonal and temporary employees) may be considered for advancement to the next step and each subsequent step in a grade after working 2,080 hours at each step. (Pay Ord. 10e)
WORKWEEK	5 8-hour shifts or 4 10-hour shifts in 7 days. (Art. 4) (A.R. 2.14)
SUMMER HOURS	May begin no later than first Monday in April and may end no earlier than second Monday in October. (Art. 4)
<u>PAY</u>	
BILINGUAL / LINGUISTICS PAY	----- NOT APPLICABLE -----
CALL OUT (CALL BACK)	3 hrs @ 1½ x regular rate (Art. 3) (A.R. 2.21)
CAR INSURANCE ALLOWANCE	----- NOT APPLICABLE -----
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	City will pay \$0.20/hr to certain employees required to maintain a CDL as a secondary part of regular position duties. (Pay Ord. 11f)
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	215 hours. (Art. 3) (A.R. 2.21)
COMPENSATORY TIME SELL BACK	Effective July 1, 2018, a Unit 2 member may convert accumulated compensatory time credits to cash twice per MOU year, up to a maximum of 70 hours by notifying the Department Head in writing of such intent either July and/or November. Payment will be made on or before August 31 or November 30. (Art. 3)
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	Qualifying period of 10 shifts in 24 months. Once qualified, entire shifts are credited when at least 4 hrs of an 8-hr shift or 5 hrs of a 10-hr shift are worked. (Art. 3) (A.R. 2.20)
OVERTIME	1½ x regular rate for over 8 hrs/shift or 40 hrs/wk or over 10 hrs/shift or 40 hrs/wk if on a 4-10 schedule (Art. 3) (A.R. 2.21)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	\$0.50 per hr provided for licensed employees performing continuous non-incident spraying of herbicides and pesticides. (Art. 3) (Pay Ord. 11.i)

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PREMIUM PAY	----- NOT APPLICABLE -----
PRODUCTIVITY ENHANCEMENT PAY	Qualify: 6 yrs continuous service. 1 yr at top step of classification. Performance meets job requirements. \$103 (\$138.89 for employees with 23 or more years of service) for each yr of service in excess of 5 yrs up to and including the 22nd yr. Pro-rated and paid bi-weekly in regular paycheck Annual max = \$3,502/\$6,112 Qualify May 29, 2023, November 13, 2023, and June 10, 2024. (Art. 3)
SHIFT DIFFERENTIAL	\$0.90 per hr – 2nd, ends at or after 9:00 p.m. and before midnight. \$1.25 per hr – 3rd, work during the period after midnight to 4:00 a.m. \$0.40/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday. Regular, part-time employees are eligible for shift differential. Unit 2 shift differential will be paid for any additional hours worked preceding or following the regular shift. (Art. 3) (A.R. 2.21)
SHOW-UP	4 hours minimum (Art. 3)
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
STANDBY	\$2.50 per hour (Art. 3)
TOOL ALLOWANCE	\$300 or \$600 per year for certain classifications. (Art. 5) (A.R. 2.262) (Pay Ord. 13h)
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----
TRANSPORTATION ALLOWANCE	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	Provided for certain employees (Art. 5) (A.R. 2.261)
VACATION SELL-BACK	Unit members shall be allowed “vacation sell-back” twice per calendar year, on the last paycheck of November and/or May. The total annual buy out is up to a maximum of eighty (80) hours taken in no more than forty (40) hour increments, after the employee has accumulated a minimum of one hundred twenty (120) hours of vacation leave. The employee must take a minimum of forty (40) hours of vacation/comp-time during the calendar year to qualify for these payments.
VACATION SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
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	----- NOT APPLICABLE -----
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)

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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. (Art. 5) (A.R. 2.11)

JURY DUTY No loss of regular pay – may keep jury pay. (Art. 3) (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 per year; new employees must wait 6 months to take personal leave time. (Art. 5) (A.R. 2.11)

SICK LEAVE Accrues 10 hours per month, unlimited accrual. (Personnel Rule 15c) (A.R. 2.30)

Also see “**SICK LEAVE PAYOUT AT RETIREMENT**” in the Retirement Section below. All accumulated sick leave hours on the city’s official file at the time of the member’s death will be paid. Payment will be based upon the member’s base hourly rate at the time of death. (Art. 3)(Pay Ord. 17j)

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 hours) Monthly Maximum Maximum
 Service Accrual Carryover Payout
All accruals, carryover, and payout 0-5 yrs 8 192 240
listed in hours, unless otherwise noted. 6-10 yrs 10 240 300
 11-15 yrs 11 264 330
 16-20 yrs 13 312 390
 21+ yrs 15 360 450

This table reflects AR 2.18.

VACATION FOR PART-TIME EMPLOYEES Hourly paid Unit 2 members, excluding seasonal and temporary employees, who have worked a minimum of 50 hours in each pay period for 26 consecutive weeks shall be entitled to vacation credits of 4 hours per month. Vacation credits shall be calculated and paid in cash, in December and June. (Art. 6)

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. 2.17)

LEAVE USAGE

DEPENDENT CARE Employees may be approved to use accumulated vacation, compensatory time, or unpaid leave for additional time off required to attend to an immediate family member. (A.R. 2.30 B.III)

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. 2.30A) (Personnel Rule 15c2B)

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 An employee may use up to ten (10) hours of accumulated sick leave in at least one-hour increments each calendar year for the home care or medical treatment for an immediate family member residing in the employee’s household. (Art 5)

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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 Saver's Choice Plan – (602) 864-4857

DENTAL INSURANCE

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

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

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

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

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 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 3.62% of base wages to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 2 for each

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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 (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 The greater of \$25,000 or 1 times base salary 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, 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.

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.

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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.

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**