

**2023-2024 COMPENSATION AND BENEFITS REFERENCE GUIDE**

<b>BENEFIT CATEGORY</b>	<b>008</b>
UNIT CODE	008
UNIT REPRESENTATIVE	City Manager
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COMPOSED OF	Confidential Office/Clerical Employees
PERIOD IN FORCE	FY 2023-2024
SALARY PLAN(S)	012
WAGE / SALARY CHANGE FROM 2023-2024	5.35% increase for all steps. Non-continuous payment of 5% of base wage paid to all Unit 8 employees 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  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	4 or 5 days; 40-hr week (A.R. 2.21) (A.R. 2.14)
SUMMER HOURS	----- NOT APPLICABLE -----
<b><u>PAY</u></b>	
BILINGUAL / LINGUISTICS PAY	Court interpretation and translation: \$4 per half-day when exceeds 15-minute minimum, for sustained word-for-word oral and written assignments. (A.R. 2.241)
CALL OUT (CALL BACK)	3 hrs @ 1½ x regular rate plus 45-min travel time. (A.R. 2.21)
CAR INSURANCE ALLOWANCE	----- NOT APPLICABLE -----
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	----- NOT APPLICABLE -----
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	300 hours. (A.R. 2.21)
COMPENSATORY TIME SELL BACK	Up to one hundred twenty (120) hours of accumulated compensatory credits may be converted to cash in no more than two, sixty (60) hour increments. (A.R. 2.21)
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; 6 hrs minimum per shift. (AR 2.20)
OVERTIME	1½ x regular rate for over 40 hrs/wk. (A.R. 2.21)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	----- NOT APPLICABLE -----
PREMIUM PAY	Exempt only: Up to \$250/week for extended workweek, with approval. (Pay Ord 11p)



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**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**                        33 hours personal leave (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.                    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. 17i)

**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 hours)		Monthly	Maximum	Maximum	
		Accrual	Carryover	Payout	
	0-5 yrs	8	192	240	
	All accruals, carryover, and payout 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.  
Unit 8 employes may be compensated for additional 40 hours of vacation upon retirement.

**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. 2.17)

**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**                    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 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

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**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](http://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](http://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](http://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](http://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](http://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](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 1.92% of base annual salary to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as Confidential Office/Clerical for each fiscal year.

**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](http://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)

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LIFE INSURANCE	1.5 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.
<i>Additional Life Insurance</i>	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: <a href="http://www.ARAGLegalCenter.com">www.ARAGLegalCenter.com</a> .
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.
<b>BENEFITS - MISCELLANEOUS</b>	
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.
<b>TRAINING/EDUCATION</b>	
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 reimbursable for tuition in a fiscal year is \$6,500. (A.R. 2.51)
Textbooks and Lab Fees	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)	Employees may use up to \$450 of the tuition fund for job-related seminars, workshops, and professional memberships (AR 2.51) (Pay Ord. 13.m.5)
<b>RETIREMENT</b>	
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 June 30, 2014, not to exceed amounts established by the City Manager in A.R. 2.18.
FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)	Retiring employees with a minimum of 750 hours of accrued, unused sick leave will qualify for sick leave payout; of the 750, the first 250 are base hours and will not qualify for payment. Retiring employees will receive a payout, at the employee's base rate of pay for 25% of the hours above the base hours. (A.R. 2.441)

