

**2023-2024 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	FY 2023-2024
SALARY PLAN(S)	014 024 025
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	----- NOT APPLICABLE -----
<b><u>PAY</u></b>	
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 -----

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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 \$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.
<b>LEAVE OF ABSENCE</b>	
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)



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DENTAL INSURANCE	<p>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.</p> <p>For more information visit <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a></p>
FLEXIBLE SPENDING ACCOUNT	<p>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 <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a></p>
MEDICAL INSURANCE PLAN CONTRIBUTIONS ACTIVE EMPLOYEES	<p>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.</p>
PRESCRIPTION DRUGS	<p>Elixir Solutions provides prescription drug coverage for all three (3) medical plans. Offers both retail and mail order services. For more information visit <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a></p>
INSURANCE FOR PART-TIME EMPLOYEES	<p>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.</p>
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 <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a></p>
WELLNESS PROGRAM	<p>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 <a href="http://www.phoenix.gov/benefits">www.phoenix.gov/benefits</a></p>
<b>BENEFITS - FINANCIAL</b>	
DEFERRED COMPENSATION PLAN - 457	<p>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 <a href="http://phoenixdep.com">phoenixdep.com</a> or (602) 266-2733, or call the Benefits Office at (602) 262-4777. (Art. 3)</p>
DEFINED CONTRIBUTION PLAN - 401(a)	<p>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.</p>

**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](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)

**LIFE INSURANCE** Unit 17 1.5 times base salary (up to \$500k). Unit 19 1.75 times base salary (up to \$500k) 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](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.

**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 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**



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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