BENEFIT CATEGORY 007

UNIT CODE 007

UNIT REPRESENTATIVE City Manager or ASPTEA

COMPOSED OF Supervisory and Professional Employees

PERIOD IN FORCE FY 2014-2016

SALARY PLAN(S) 001

WAGE / SALARY CHANGE FROM 2013-2014 No changes

WAGE / SALARY CHANGE FROM 2014-2015 No changes

STEP PROGRESSION 9 step range
6 months at Step 1, then 1 year between steps.

WORKWEEK Hourly: 4 or 5 days; 40 -hr week
Salaried: Time required to accomplish work (AR 2.21) (AR 2.14)

SUMMER HOURS NOT APPLICABLE

PAY

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. (AR 2.241)

CALL OUT (CALL BACK) Hourly: 3 hrs @ 1½ x regular rate plus 45-min travel time.
Salaried: Exempt (AR 2.21)

CAR INSURANCE ALLOWANCE NOT APPLICABLE

CAREER ENHANCEMENT NOT APPLICABLE

COMMERCIAL DRIVER LICENSE (CDL) NOT APPLICABLE

SECONDARY PAY

COMPENSATORY TIME MAXIMUM ACCRUAL 190 hours Salaried: Exempt (AR 2.21)

COMPENSATORY TIME SELL BACK NOT APPLICABLE
<table>
<thead>
<tr>
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**PRODUCTIVITY ENHANCEMENT PAY**

Qualify: 7 yrs continuous service. 1 yr at top step. Performance meets job requirements.

$100 for each yr in excess of 5 yrs up to and including 19th yr. (employees with 20 or more yrs: $120 for each yr up to the 29th yr)

For unit employees receiving payments during FY 2013-14, payments received semi-annually as noted below. For unit employees receiving their first payment on or after 7/1/14 payments pro-rated and paid bi-weekly in regular paycheck

- Qual: 7/7/14, Paid: 7/25/14
- Qual: 11/24/14, Paid: 12/12/14
- Qual: 7/6/15, Paid: 7/24/15

Semi-annual max = $1,400/$3,000

Annual max = $2,800/$6,000

(Art. 3)

Qualifications for productivity enhancement pay are made in the base class and will not be affected by movement into or out of assignment positions or positions within the same pay range. (AR 2.19)

**MILEAGE ALLOWANCE**

56.5 cents per mile effective 1/1/2013 (AR 6.21)

**OUT-OF-CLASS**

---------------------- NOT APPLICABLE ----------------------

**OVERTIME**

---------------------- NOT APPLICABLE ----------------------

**PERFORMANCE-BASED AWARD PROGRAM**

---------------------- NOT APPLICABLE ----------------------

**PESTICIDE APPLICATION**

---------------------- NOT APPLICABLE ----------------------

**PREMIUM PAY**

Exempt only: Up to $250/week for extended workweek, with approval. (AR 2.21) (Pay Ord 11p)

**SHIFT DIFFERENTIAL**

Hourly:

- $1.30/hr – 2nd
- $1.30/hr – 3rd

Salaried: $52/week w/ approval

For weekend shifts starting between 2:00pm Friday and 11:59pm Sunday:

- Hourly: +$0.60/hour
- Salaried: +$4.80 per shift

(AR 2.21)

**SHOW-UP**

---------------------- NOT APPLICABLE ----------------------

**SICK LEAVE SELL-BACK FOR PUBLIC SAFETY**

---------------------- NOT APPLICABLE ----------------------

**STANDBY**

---------------------- NOT APPLICABLE ----------------------

**TOOL ALLOWANCE**

---------------------- NOT APPLICABLE ----------------------

**TRAINING PAY (POLICE)**

---------------------- NOT APPLICABLE ----------------------

**UNIFORMS / CLOTHING ALLOWANCE**

---------------------- NOT APPLICABLE ----------------------
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**VACATION SELL-BACK**
Employees may be paid once per year up to a maximum of 40 hours of accumulated vacation time each year, to be paid on the last paycheck of November, contingent upon their using a minimum of 40 hours of vacation/compensation time during the same calendar year. (Art. 3)(Pay Ord. 15j)

**VACATION SELL-BACK**  
----- NOT APPLICABLE -----  

**FOR PUBLIC SAFETY**

**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 15g)

**EDUCATION LEAVE**
Hourly: 16 hours per year  
Salaried: 2 days per year (based on 8-hr days). (AR 2.51)

**FAMILY / MEDICAL LEAVE**
Up to 12 weeks for the birth/adoption of a child, to take care of a seriously ill immediate family member, or employee’s serious health condition. This includes maternity leave taken. (AR 2.143) (Personnel Rules 15c7, 15e5)

**Leave usage**

**Dependent Care**
Up to 5 incidents/40 hours of unscheduled accumulated vacation or compensatory time per calendar year for the dependent care of an immediate family member without the leave being considered a negative factor. (AR 2.30)

**Emergency Family Care**
Up to 1 shift (8 or 10 hours) of unscheduled sick leave per incident for sudden illness or accident of an immediate family member, or up to 5 days or 40 hours (add’l 2 days if out-of-state travel required) per incident for care of an immediate family member experiencing life-threatening illness or injury. (AR 2.30) (Personnel Rule 15)

**Non-Emergency Family Care**
Up to 1 shift (8 to 10 hours) of accumulated sick leave for the employee to make arrangements for the care of an immediate family member who does not have a life-threatening illness or injury.

**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). (AR 2.30)

**FURLOUGH**
FY 2014-2015: 8 furlough hours  
FY 2015-2016: 8 furlough hours

**HOLIDAYS**
11½ 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) (AR 2.11)

**UNPAID HOLIDAYS**  
----- NOT APPLICABLE -----  

**JURY DUTY**
No loss of regular pay – may keep jury pay. (Art. 3) (AR 2.24)

**MILITARY TRAINING**
An employee shall be granted time off for up to 240 hours/30 days in any two consecutive years. For National Guard and Military Reserve, only workdays are counted. (AR 2.39)

**PERSONAL LEAVE**
24 hours (non-exempt) 3 days (exempt); new employees must wait 6 months to take personal leave time. (Art. 5) (AR 2.11)
BENEFIT CATEGORY 007

UNIT CODE 007

UNIT REPRESENTATIVE City Manager or ASPTEA

SICK LEAVE
Accrues 10 hours per month, unlimited accrual. Salaried accrues 1.25 days/month. (Personnel Rule 15c) (AR 2.30)

Also see “SICK LEAVE PAYOUT AT RETIREMENT” in the Retirement Section below.

Upon the in-line-of-duty death 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. 20j)

VACATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Monthly Accrual</th>
<th>Maximum Carryover</th>
<th>Maximum Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5yrs</td>
<td>8 hours/1day</td>
<td>232 hours/29days</td>
<td>240 hours/30days</td>
</tr>
<tr>
<td>6-10yrs</td>
<td>10 hours/1.25days</td>
<td>280 hours/35days</td>
<td>300 hours/37.5days</td>
</tr>
<tr>
<td>11-15yrs</td>
<td>11 hours/1.375days</td>
<td>304 hours/38days</td>
<td>330 hours/41.25days</td>
</tr>
<tr>
<td>16-20yrs</td>
<td>13 hours/1.625days</td>
<td>352 hours/44days*</td>
<td>390 hours/48.75days</td>
</tr>
<tr>
<td>21+yrs</td>
<td>15 hours/1.875days</td>
<td>400 hours/50days</td>
<td>450 hours/56.25days</td>
</tr>
</tbody>
</table>

*After July 1, 2014 and July 1, 2015, every unit member will receive three (3) hours of vacation time, in addition to their other annual accruals, added to their vacation leave.

New employees must wait 6 months before using vacation (Pers Rule 15b) (AR 2.18)

VACATION FOR PART-TIME EMPLOYEES
---------------------------------------- NOT APPLICABLE ----------------------------------------

VACATION DONATIONS TO UNIT LEAVE BANK

Members of Unit 7 will have the opportunity to voluntarily donate vacation leave time to a Bank of Donated Leave twice each fiscal year to be used by association representatives for Association-related activities as determined by the Unit 7 Association President and Executive Board. The Association and the City will mutually determine the times for processing the leave during the fiscal year.

The maximum number of hours that may be donated by any Unit member is forty (40) hours, per fiscal year.

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. (AR 2.16)

BENEFITS

BEHAVIORAL / MENTAL HEALTH

Provided under one of the three medical insurance plans:
- CIGNA HMO – services provided by CIGNA Behavioral Health, (800) 343-2183
- Blue Cross Blue Shield HMO – services provided by Biodyne, (800) 224-2125
- Blue Cross Blue Shield PPO – services provided by BCBS of Arizona, (800) 232-2345

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.

COMMUNICATIONS ALLOWANCE
---------------------------------------- NOT APPLICABLE ----------------------------------------

DEFERRED COMPENSATION PLAN - 457

Provides employees with voluntary investment options designed to supplement income at retirement. Employees may choose to defer the lesser of 100% of includable income for 457 deferrals or $17,500 during calendar year 2013.

Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282.

DEFINED CONTRIBUTION PLAN - 401(a)
City contributes to 401(a) on employee’s behalf an amount equal to 3.06% of employee’s gross pay. (Pay Ord. 17g)
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 MHN 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 Public Works Department, Transportation Coordination at (602) 262-7119.

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 (MHN) 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 MHN at (602) 534-5433.

FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM (FLEXRAP)
Flexible Spending Accounts allow enrolled employees to contribute pre-tax earnings to reimburse their eligible health care and/or dependent daycare expenses incurred. Employees can contribute up to $2,500 per year beginning 2013 for eligible health care expenses and/or up to $5,000 per year for eligible dependent daycare expenses. Call the Benefits Office at (602) 495-5710 for more information.

EMPLOYEE MORTGAGE PROGRAM
The Employee Mortgage program in partnership with Wells Fargo is designed to offer access to exclusive mortgage programs and discounts for City employees. Call Wells Fargo at (877)291-4331 or visit https://www.employemortgage.com/loans/phoenix1835 for more information.

LEGAL INSURANCE PLAN
Provides employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no cost through ARAG network attorneys. The reasonable monthly rate of $19.25 allows employees to have an attorney "on retainer" for many personal legal needs. For more information, or 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 http://members.ARAGgroup.com/Phoenix or visit http://employee.phoenix.gov/hr/benefits/citybenefits/legalinsurance/index.html.

TRANSPORTATION ALLOWANCE
------------------------------------------------------------------------------------- NOT APPLICABLE -------------------------------------------------------------------------------------

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 http://employee.phoenix.gov/hr/benefits/formsdocs/index.html (AR 2.451)

DENTAL INSURANCE
Employees may enroll in the Cigna Dental HMO or Cigna Dental PPO. The City pays 100% of the employee premium and 75% of the family premium.

The Dental HMO requires each family member to formally select a network dentist for their services. There is no out-of-network coverage. The employee’s out-of-pocket costs are based on a fee schedule.

The Dental PPO offers in-network and out-of-network coverage. A deductible of $50 and maximum benefit amount of $2,000 is based on a calendar year for each covered family member. The plan covers 80% of covered services when using a network dentist. Coverage may be less than 80% when using an out-of-network dentist. Orthodontia coverage provides maximum lifetime benefit of $4,000 per person. For more information visit http://employee.phoenix.gov/hr/benefits/citybenefits/dental/index.html.

Eligible part-time employees must work 50 hours per pay period for 26 consecutive weeks to qualify for coverage in quarterly periods.
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<tr>
<th>INDUSTRIAL INSURANCE</th>
<th>Industrial insurance pays 2/3 of base wage up to $4,062.29 per month for first year. City pays remaining to equal regular net take-home pay. (AR 2.32)</th>
</tr>
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<tbody>
<tr>
<td>INSURANCE FOR PART-TIME EMPLOYEES</td>
<td>NOT APPLICABLE ---------------</td>
</tr>
<tr>
<td>ADDITIONAL LIFE INSURANCE</td>
<td>NOT APPLICABLE ---------------</td>
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<tr>
<th>LIFE INSURANCE</th>
<th>City pays for greater of 1 x base annual salary or $25,000 basic life, same basic life amount for accidental death &amp; dismemberment, and $75,000 on-duty protection.</th>
</tr>
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<tr>
<td>LONG-TERM DISABILITY</td>
<td>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. (AR 2.323)</td>
</tr>
<tr>
<td>MEDICAL INSURANCE PROGRAM</td>
<td>80% of the employee 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 Health Savings Account. Premiums will be reduced when the employee completes an annual health risk assessment (HRA). For more information visit <a href="http://employee.phoenix.gov/hr/benefits/citybenefits/medical/index.html">http://employee.phoenix.gov/hr/benefits/citybenefits/medical/index.html</a>. (Art. 5)</td>
</tr>
<tr>
<td>ACTIVE EMPLOYEES</td>
<td>When unemployment is beyond the control of the employee, terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.</td>
</tr>
<tr>
<td>UNEMPLOYMENT INSURANCE</td>
<td>When unemployment is beyond the control of the employee, terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.</td>
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### TRAINING/EDUCATION

**TRAINING**
Entry and periodic job-related training as required. Other special training available based on supervisor’s recommendation (see Employee Training and Development Catalog). City reimburses for CDL endorsements, including HazMat background screening fee. (Art.5) Water Services Dept employees reimbursed for expenses incurred for required State certifications. (Art. 6)

**TUITION REIMBURSEMENT**
- Maximum sum reimbursable for tuition in a fiscal year is $6,500. (AR 2.51)
- Full-time employees who are eligible for tuition reimbursement are eligible for reimbursement of up to $175 of the tuition fund for textbooks and lab fees associated with classes submitted for reimbursement. (AR 2.51)
- Employees may use up to $1,000 of the tuition fund for job-related seminars, workshops, and professional memberships (AR 2.51)

**RETIREMENT**
General (non-sworn) employees are covered by Social Security and the City of Phoenix Employees Retirement System (COPERS). For additional information, please refer to Chapter XXIV of the City Charter at http://www.codepublishing.com/az/phoenix
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<tr>
<td>MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)</td>
<td>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 of $202 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 7/1/2009 receive additional $100/month if enrolled in the City’s retiree medical coverage. Ends when medical coverage is waived or Medicare eligibility. 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)</td>
</tr>
<tr>
<td>POST EMPLOYMENT HEALTH PLAN (PEHP)</td>
<td>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 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’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 (877) 677-3678.</td>
</tr>
<tr>
<td>SICK LEAVE PAYOUT AT RETIREMENT</td>
<td>Upon retirement, employees with a minimum of 750 hours of accrued and unused sick leave, excluding the first 250 hours, may elect to be paid for 25% of the unused hours at base hourly wage. (AR 2.441)</td>
</tr>
<tr>
<td>FINAL AVERAGE SALARY (SICK LEAVE SNAPSHOT)</td>
<td>Upon retirement, the number of sick leave hours eligible to be cashed out and included in an employee’s Final Average Salary upon retirement will be limited to the number of sick leave hours in the employee’s leave bank on 7/1/12. (Art. 3) (AR 2.441)</td>
</tr>
<tr>
<td>FINAL AVERAGE COMPENSATION (VACATION LEAVE SNAPSHOT)</td>
<td>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 AR 2.18.</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
</tr>
<tr>
<td>CAREER CONSULTATION</td>
<td>Career consultation services available to City employees. For information call the Human Resources Department, Employment Services at (602) 495-5703.</td>
</tr>
<tr>
<td>EMPLOYEE SUGGESTION PROGRAM</td>
<td>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 Center at (602) 262-6608 or visit <a href="http://employee.phoenix.gov/hr/traindev/suggestions/index.html">http://employee.phoenix.gov/hr/traindev/suggestions/index.html</a>. (A.R. 2.27)</td>
</tr>
<tr>
<td>JOB INFORMATION</td>
<td>Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at phoenix.gov.</td>
</tr>
<tr>
<td>PARKING</td>
<td>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.</td>
</tr>
</tbody>
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BENEFIT CATEGORY 007
UNIT CODE 007
UNIT REPRESENTATIVE City Manager or ASPTEA

Other Applicable Documents
- Administrative Regulations
- City Manager Letters
- Management Procedures
- Meet & Confer Ordinance
- Meet & Discuss Ordinance
  - Pay Plan
- PERB Rules & Regulations
- Personnel Department Letters
  - Personnel Rules
- Terms and Conditions of Employment

If any conflict exists between the language of this Compensation and Benefits Reference Guide and the language of the applicable Memorandum of Understanding (MOU), Terms and Conditions of Employment (TCE), or other applicable documents, the MOU, TCE, or other applicable documents shall prevail.