

	<b>TOWN OF PARADISE VALLEY</b> <b>Administrative Policy</b>	
	<b>Title:</b> <b>MISCELLANEOUS BENEFITS</b>	<b>Policy No.</b> AP-11.1
<b>Policy Owner:</b> Gina Monger, Human Resources Director		
<b>Approved By:</b> Andrew Ching, Town Manager		<b>Effective Date:</b> 06/23/2024
<b>Authorized By:</b> <i>Chapter 11: Miscellaneous Benefits, Town Employee Handbook</i>	<b>Revision History:</b> None	

## 1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 11: Miscellaneous Benefits of the Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.
- 1.2. The provisions of this policy are subject to budgetary limitations as set forth by Town Council.

## 2. ADMINISTRATION

- 2.1. Employees will utilize allowances to ensure they are properly outfitted to successfully perform their duties. Items purchased will remain property of the employee upon separation from employment.
- 2.2. Department directors may provide further guidance regarding the use of allowances through a department order or directive, provided it does not conflict with this policy.

## 3. ALLOWANCES AND VOUCHERS

- 3.1. Employees will not be liable for damage to or loss of items in this section resulting from normal wear and tear, damage incurred in the performance of duties, or unavoidable loss. Employees will be liable for loss of or damage resulting from their own negligence or unauthorized actions/use.
- 3.2. Employees will properly utilize and maintain the benefits provided for in this section to ensure they have the attire and equipment necessary to perform their duties successfully and safely. Items purchased will remain property of the employee upon separation from employment. All Town-issued equipment must be returned upon separation from employment.

### 3.3. Cell Phones

- 3.3.1. The Town Manager/designee has designated positions that require the use of a cell phone to conduct Town business. Eligibility for this benefit is based on the position requirements, regardless of the number of hours worked per week, or if the position part-time or full-time status.
- 3.3.2. The two tiers are defined as follows:
  - 3.3.2.1. Tier 1 positions are those that require employees to be accessible outside of their working hours on more than a de minimis basis.
  - 3.3.2.2. Tier 2 positions are those whose job requires the employees to be away from their workstation on a regular basis and need to be able to effectively communicate Town business during their working hours.
  - 3.3.2.3. See *Appendix A* of this policy for the positions that have been designated as Tier 1 or Tier 2.

- 3.3.3. Unless otherwise specified, employees in positions identified in *Appendix A* have the option to be issued a cell phone by the Town or elect to use their personal cell phone for Town business.
- 3.3.4. Employees who elect to use their personal cell phone in lieu of being issued a Town-own cell phone will receive a cell phone allowance. Cell phone allowances are paid in lump sum on the first payday of each month as follows:
  - 3.3.4.1. Tier 1: \$115
  - 3.3.4.2. Tier 2: \$85
- 3.3.5. Employees will comply with the applicable provisions for the use of technology and public records policies related to cell phone use for Town business. Employees may be required to provide documentation to reconcile that the number on record for the Town is an active cell phone used by the employee.
- 3.3.6. As a condition of the cell phone benefit (Town-issued or allowance), employees will sign a cell phone agreement that explains the conditions of the cell phone for Town business. *Appendix B* is the employee agreement for the cell phone allowance. *Appendix C* is the agreement for the Town-issued cell phone.

#### **3.4. Workwear**

- 3.4.1. The Town will provide appropriate workwear for employees assigned to the technician positions of Public Works, Traffic Signal/Sign, and Lead/Building Maintenance.
- 3.4.2. New hires will receive an initial voucher of \$800.00 to purchase items from the approved vendor(s) list(s).
- 3.4.3. All eligible employees will receive a \$650.00 voucher at the beginning of each fiscal year to purchase workwear items from the approved vendor(s) list(s) as determined by the department director/designee.
- 3.4.4. For eligible employees with less than one year of service, the voucher will be adjusted as follows and provided at the beginning of the next fiscal year following their date of hire:
  - 3.4.4.1. If hired January 1<sup>st</sup> through March 31<sup>st</sup>, will receive 50% of the value on payday that includes July 1<sup>st</sup> in the pay period of current calendar year.
  - 3.4.4.2. If hired April 1<sup>st</sup> through June 30<sup>th</sup>, will receive 25% of the allowance on the payday that includes July 1<sup>st</sup> in the pay period of the current calendar year.
  - 3.4.4.3. If hired July 1<sup>st</sup> through December 31<sup>st</sup>, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.
- 3.4.5. Items not specifically listed for purchase with the voucher in this section are excluded. The department director may consider exceptions to this list based upon operational need and employee safety and wellbeing.

#### **3.5. Safety Boots**

- 3.5.1. All Public Works Department personnel are eligible for a boot voucher or reimbursement for safety boots of up to \$200 each fiscal year.

- 3.5.2. Only safety boots that meet the American National Standards Institute (ANSI) standard of ASTM (American Society for Testing and Materials) F2413 are eligible for voucher or reimbursement. Employees will follow the established procedures for reimbursement by the Town.

### **3.6. Tools and Equipment**

- 3.6.1. Employees assigned to Senior Fleet Technician and Lead Building Technician positions are eligible for the tools and equipment allowance as provided for in this policy.
- 3.6.2. New hires will receive an initial allowance of \$800.00 to be paid in lump sum on the first payday of their employment.
- 3.6.3. All eligible employees will receive \$650.00, to be paid in lump sum on the payday that includes July 1<sup>st</sup> in the pay period. For eligible employees with less than one year of service, the allowance will be adjusted as follows:
  - 3.6.3.1. If hired January 1<sup>st</sup> through March 31<sup>st</sup>, will receive 50% of the allowance on payday that includes July 1<sup>st</sup> in the pay period of current calendar year.
  - 3.6.3.2. If hired April 1<sup>st</sup> through June 30<sup>th</sup>: 25%, will receive 25% of the allowance on the payday that includes July 1<sup>st</sup> in the pay period of the current calendar year.
  - 3.6.3.3. If hired July 1<sup>st</sup> through December 31<sup>st</sup>, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.

### **3.7. Uniforms and Equipment**

- 3.7.1. Sworn employees, defined as Police Detectives, Officers, Sergeants, Commanders, and the Chief of Police, are eligible for the uniforms and equipment allowance as provided for in this policy.
- 3.7.2. New hires will receive an initial allowance of \$2,000.00 to be paid in lump sum on the first payday of their employment.
- 3.7.3. All eligible employees will receive \$750.00, to be paid in lump sum on the paydays that include January 1<sup>st</sup> and July 1<sup>st</sup> in the pay period (\$1,500.00 total each fiscal year). For eligible employees with less than one year of service, the allowance will be adjusted as follows:
  - 3.7.3.1. If hired January 1<sup>st</sup> through March 31<sup>st</sup>, will receive 50% of the allowance on payday that includes July 1<sup>st</sup> in the pay period of current calendar year.
  - 3.7.3.2. If hired April 1<sup>st</sup> through June 30<sup>th</sup>: 25%, will receive 25% of the allowance on the payday that includes July 1<sup>st</sup> in the pay period of the current calendar year.
  - 3.7.3.3. If hired July 1<sup>st</sup> through December 31<sup>st</sup>, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.

### **3.8. Clothing**

- 3.8.1. Employees assigned to Police Lead/Dispatcher and Communications Manager positions are eligible for the clothing allowance as provided for in this policy.
- 3.8.2. New hires will receive an initial allowance of \$650.00 to be paid in lump sum on the first payday of their employment.

**3.8.3.** All eligible employees will receive \$500.00, to be paid in lump sum on the payday that includes July 1<sup>st</sup> in the pay period. For eligible employees with less than one year of service, the allowance will be adjusted as follows:

**3.8.3.1.** If hired January 1<sup>st</sup> through March 31<sup>st</sup>, will receive 50% of the allowance on payday that includes July 1<sup>st</sup> in the pay period of current calendar year.

**3.8.3.2.** If hired April 1<sup>st</sup> through June 30<sup>th</sup>: 25%, will receive 25% of the allowance on the payday that includes July 1<sup>st</sup> in the pay period of the current calendar year.

**3.8.3.3.** If hired July 1<sup>st</sup> through December 31<sup>st</sup>, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.

#### **4. EMPLOYEE RECOGNITION**

The Town wishes to recognize employees for their years of service, retirement from service, and outstanding service that occurs during their employment with the Town.

##### **4.1. Years of Service**

**4.1.1.** Full-time and part-time active employees are eligible for milestone service awards on the anniversary of the following years of continuous Town service as follows:

Years of Continuous Service	Full-Time (40 hours/week)	Part-Time (30<40 hours/week)	Part-Time (20<30 hours/week)
5 years	\$100	\$75	\$50
10 years	\$200	\$150	\$100
15 years	\$300	\$225	\$150
20 years	\$400	\$300	\$200
25 years	\$500	\$375	\$250

##### **4.2. Retirement Recognition**

**4.2.1.** Retirement recognition awards are provided to active employees upon retirement after completion of five continuous years of employment.

**4.2.2.** Based on years of continuous service as defined in *Subsection 4.2.1*, retiring employees will receive the applicable cash award, or a *Paolo Soleri Cosanti Bronze Wind Bell*.

**4.2.3.** Police Department employees may be eligible for benefits in accordance with the Police Department General Order for retirement credentials.

##### **4.3. Spot Performance Bonus**

**4.3.1.** The Town recognizes the value of providing immediate rewards and recognition to employees for a specific accomplishment or demonstration of the Town values. Spot bonuses are timely rewards to recognize outstanding employee service or an accomplishment of a significant task or project.

**4.3.2.** The amount of the spot performance bonuses to be allocated will be set during the annual budget process for the upcoming fiscal year.

**4.3.3.** Spot bonuses apply to all full-time and part-time, regular, and probationary employees. Spot bonuses include:

**4.3.3.1.** Cash awards to be paid on the next available paycheck.

4.3.3.2. Gifts or other items intended to reward employees.

4.3.4. Spot bonuses are usually delivered by the direct supervisor or department director. Department directors are responsible for ensuring the proper allocation of spot bonuses to personnel and budget limitations.

## 5. INCENTIVES

### 5.1. Commute Reduction

5.1.1. The Town participates in the Maricopa County Travel Reduction Program (TRP), a program intended to reduce air pollution by promoting alternative mode usages and vehicles. The Site Transportation Coordinator identified in the Town's TRP oversees the incentives provided for in this subsection that are based on the annual plan submitted to Maricopa County.

5.1.2. All active employees who use alternative modes of transportation (AMT) to commute to their work location are eligible for the incentives described in this section. Employees who are provided AMT vehicles by the Town are excluded. Employees may be asked to verify eligibility for incentive pay. Incentive pays are submitted through the eligible employee's timecard for payment .

5.1.3. Alternative modes of transportation include:

5.1.3.1. Electric vehicles (hybrids are excluded)

5.1.3.2. Public transportation

5.1.3.3. Bicycles and other manually powered vehicles

5.1.3.4. Carpools and ridesharing

5.1.4. Employees are eligible for one of the following incentive payments each day they commute to and/or from work and AMT is used, as follows, subject to the Town's TRP:

5.1.4.1. \$2.50 per commute day

5.1.4.2. \$5.00 per high-pollution advisory (HPA) day, as announced by the Town.

5.1.5. Monthly cash award drawings are held to award AMT users for daily commuting and HPA commuting. AMT users will have their names entered into each applicable drawing for each day they use AMT, subject to the Town's TRP. Daily commuting and HPA award amounts are added to the employee's first paycheck, following the end of each quarter.

## 6. TRAUMATIC EVENT COUNSELING

6.1. In accordance with *ARS 38-672 Traumatic event counseling for public safety employees, and ARS 38-673 Traumatic event counseling for peace officers and firefighters*, the Town will provide traumatic counseling services for eligible employees who experience a qualifying event.

6.2. Employees who wish to utilize this benefit are strongly encouraged to contact Human Resources, in writing, and provide their job title and the date of the incident that gave rise to their request for traumatic event counseling.

6.3. Human Resources will review the incident and seek assistance from the Chief of Police/designee as appropriate to determine eligibility, based upon the statutes. Eligibility and approval of traumatic event counseling is based upon each incident. Employees may be approved for traumatic event counseling services for more than one qualifying incident simultaneously.

- 6.4.** The employee will be notified in writing of the decision by Human Resources whether the request meets the statutory requirements for traumatic event counseling under this subsection.
- 6.5.** If approved, for each qualifying incident, the employee will be eligible for:
- 6.5.1.** 12 licensed mental health counseling visits (visits) paid for by the Town, pursuant to the schedule of fees set forth in *ARS 23-908(B)*.
  - 6.5.2.** Up to an additional 24 visits may be authorized (for a total of 36 visits) if the visits will likely improve the employee's condition(s), as determined by their licensed mental health professional, and occur within 1 year following the first visit.
- 6.6.** Employees are encouraged to schedule appointments outside of work time. Any work time missed for attending visits will be paid time by the Town and will not require use of the employee's accrued leave.

## **7. REFERENCES**

*Appendix A: Cell Phone Use Designated Positions*

*Appendix B: Cell Phone Allowance Agreement*

*Appendix C: Town-Issued Cell Phone Agreement*



# TOWN OF PARADISE VALLEY

## Administrative Policy

### Title: Miscellaneous Benefits

**Policy No.**  
AP-11.1

#### Appendix A: Cell Phone Use Designated Positions

**Revision History:**  
None

**Effective Date:**  
06/23/2024

Position	Tier	Position	Tier
Administrative Specialist	N/A	Plans Examiner/Building Inspector	2
Administrative Support Specialist	N/A	Plans Examiner/Deputy Fire Marshal	1
Applications System Analyst	1	Police Administrative Supervisor	N/A
Associate Engineer (Hillside)	2	Police Analyst	2
Building Maintenance Technician	2	Police Chief	1
Building Official/Fire Marshal	1	Police Commander	1
Chief Financial Officer	1	Police Communications Manager	1
Chief Information Officer	1	Police Community Resource Officer	2
Code Compliance Officer	2	Police Corporal	N/A
Community Development Director	1	Police Corporal Criminal Investigations Unit (CIU)	1
Court Security Lead Officer	N/A	Police Detective (CIU)	1
Court Security Officer	N/A	Police Dispatcher	N/A
Court Services Supervisor	1	Police Officer	N/A
Crime Analyst	1	Police Records Specialist	N/A
Deputy Town Attorney	1	Police Sergeant	N/A
Engineering Technician	2	Police Sergeant Administrative	2
Evidence Custodian	1	Police Sergeant CIU	1
Finance Analyst (Accountant)	N/A	Police Technical Systems Administrator	1
Finance Manager	1	Postal Clerk	N/A
Human Resources Director	1	Procurement Coordinator	1
Information Technology Team Lead	1	Prosecutor	1
Information Technology Technician	1	Public Works Superintendent	1
Lead Building Maintenance Technician	2	Public Works Technician	2
Lead Photo Enforcement Technician	N/A	(Town-issued cell phone only in lieu of radio)	
Lead Police Dispatcher	N/A	Senior Court Services Specialist	N/A
Lead Postal Clerk	N/A	Permit Technician	N/A
Legal Support Specialist	N/A	Senior Court Services Specialist	N/A
Management Analyst	1	Senior Engineer	2
Management Specialist	N/A	Senior Engineering Technician	2
Municipal Court Director	1	Senior Fleet Technician	2
Paralegal	N/A	Senior IT Analyst	1
Payroll Analyst	1	Senior Planner	N/A
Photo Enforcement Technician	N/A	Town Clerk	1
Planner 1	N/A	Town Engineer	1
Planner 2 (Hillside)	2	Town Manager	1
Planning Manager	1	Traffic Signal and Sign Technician 2	2
		Victim Advocate	1



# CELL PHONE ALLOWANCE AGREEMENT

## Appendix B

<b>Employee Name:</b>	<b>Date:</b>
<b>Position:</b>	

By signing below, I understand and agree to all the conditions of eligibility for a Town of Paradise Valley cell phone allowance.

1. I will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions.
2. I agree that I am responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties.
3. I agree that I am responsible for payment of all charges of my personal cell phone plan. If I leave the eligible position, I will continue to be responsible for the contractual obligations of my personal cell phone plan.
4. I agree that I am responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.
5. I understand and agree that I will not use the cell phone in an unsafe manner while operating a motor vehicle or other equipment provided by the Town. I will also apply the same required safety considerations while operating a Town vehicle or while using my personal vehicle.
6. I agree to permit my personal cell number to be listed in the staff directory for reference, be in possession of the cell phone, keep it charged and in operational condition, use it appropriately, and be accessible as required by their department director or supervisor.
7. I acknowledge that cell phone transmissions are not secure and that I should use discretion in relaying confidential information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular phones on Town work time in any illegal, illicit, or offensive manner, or to engage in any conduct prohibited by the *Town Employee Handbook* or any administrative policy or procedure.
8. I will promptly report to my department director any updates or changes regarding cell phone numbers or plan changes that could impact the access to cellular services. I will inform the Town to discontinue the allowance if the cell service is cancelled. If such notification is not submitted within 30 days of no longer meeting criteria or service cancellation, I must repay any allowance received.
9. I agree to carry my cell phone with me, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their department director or supervisor.
10. I agree to abide by any cell phone guidelines and/or policies including protected information as established by the Town. I also acknowledge that cell phone data is subject to public records requests within the limitations of the state and federal statutes.
11. I understand and agree that I may be required to provide documentation to reconcile the cell phone number on record for the Town is the active cell phone I use for Town business.
12. I will register my cell phone with "Alert PV" for emergency notification purposes at [Alert Paradise Valley | Paradise Valley, AZ - Official Website \(paradisevalleyaz.gov\)](https://www.paradisevalleyaz.gov/alert).
13. I hereby acknowledge and agree that the Town is not liable for any illegal or prohibited use of my cell phone.
14. I understand and agree that in the event I do not adhere to any part of this agreement, I may be subject to termination of the Town cell phone allowance and/or disciplinary action.

<b>Employee Signature:</b>	<b>Date:</b>
<b>HR USE ONLY</b>	
<input type="checkbox"/> Tier 1: \$115	<input type="checkbox"/> Tier 2: \$85
Effective Date:	

Orig: Personnel File  
cc: Employee



**TOWN-ISSUED CELL PHONE AGREEMENT**

Appendix C

<b>Employee Name:</b>	<b>Date:</b>
<b>Position:</b>	

By signing below, I understand and agree to all the conditions of issuance of a Town-owned cell phone.

1. I understand this phone is to be used for Town business only. Personal use of a Town-issued cell phone should be limited to emergent situations, or where there is no other communication option available.
2. I understand and agree that I will not use the Town cell phone in an unsafe manner while operating a motor vehicle or other equipment provided by the Town. I will also apply the same required safety considerations of using a Town cell phone while operating a Town vehicle or while using my personal vehicle.
3. I understand and agree that if I lose or damage the cell phone beyond reasonable wear and tear, I am responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside my control. Exceptions may be made by the department director.
4. I acknowledge that cell phone transmissions are not secure and that I should use discretion in relaying confidential information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. I am prohibited from using the Town cellular phones in any illegal, illicit, or offensive manner, or to engage in any conduct prohibited by the *Town Employee Handbook* or any administrative policy or procedure.
5. I agree to carry the cell phone with me, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their department director or supervisor.
6. Cell phone billings are subject to audits by the Town as well as other entities. I also acknowledge that cell phone bills are subject to public records requests within the limitations of the state and federal statutes.
7. I agree to adhere to this *Town of Paradise Valley Cell Phone Agreement* regarding use of Town-issued cell phones. This updated agreement supersedes all previous cellular policies/agreements.
8. I understand and agree that in the event I do not adhere to any part of this agreement that I may be subject to termination of access to the Town cell phone and/or disciplinary action.

<b>Employee Signature:</b>	<b>Date:</b>
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Orig: Personnel File  
cc: Employee