



CITY OF SURPRISE
PSPRS Joint Board Position Process Subcommittee Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374

Tuesday, February 25, 2020 @ 9:00 AM
COUNCIL CHAMBERS OVERFLOW ROOM

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. PSPRS Joint Board Position Process Subcommittee Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

- 1. Citywide Consideration and action pertaining to approval of the February 12, 2020 PSPRS Joint Board Position Process Subcommittee Meeting. Human Resources

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- 2. Citywide Procurement process overview Human Resources
- 3. Citywide Discussion of results of JIMS (Job Information Management Systems) request (other cities). Human Resources
- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum of the Public Safety Personnel Retirement Commission ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2)); or discussion or consultation for legal advice with the Commission's attorneys (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: February 21, 2020 at 4:20 PM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



**CITY OF SURPRISE
PSPRS Joint Board Position Process
Subcommittee Meeting**

Council Meeting Date: February 25, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to approval of the February 12, 2020 PSPRS Joint Board Position Process Subcommittee Meeting.

Motion:

I move to approve/amend the minutes from the February 12, 2020 subcommittee meeting.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. Draft-Joint Board Position Sub-Committee Meeting- 2-12-2020
-



PUBLIC SAFETY RETIREMENT SYSTEM
PSPRS Joint Board Position Process Subcommittee
DRAFT-Minutes, Wednesday, February 12, 2020
16000 North Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the PSPRS Joint Board Position Process Subcommittee Meeting held at 12:00 am. Wednesday, February 12, 2020. The meeting was held in City Hall, Council Overflow Room.

Call to Order:

Meeting was called to order at 12:01 pm.

A. Roll Call: Ian Murton, Police Dept. – Present
Chandler Brown, Citizen Board Member – Present
Christopher Preest, Fire Dept. – Present

B. In attendance: Lisa Angelini, Human Resources
Vicki Moss, Human Resources
Carrie O'Brien, Board Attorney

C. Pledge of Allegiance: None

D. Current Events Reports: None

E. Staff Reports: None

F. Call to the Public: None

Consent Agenda:

None

Regular Agenda:

1. Discussion pertaining to a vetting process for PSPRS Local Boards Secretary and Legal Counsel position:

Board requested procurement training as it relates to the vetting process for a legal representation.

JIMS request from other cities on board secretary.

Adjournment:

Member Ian Murton made the motion to adjourn the PSPRS Joint Board Position Process Subcommittee at 12:38 pm. Member Chandler Brown seconded the motion. Three yes votes, motion carried.

Chandler Brown, Citizen Member

Christopher Preest, Fire Dept.

Ian Murton, Police Dept.

ATTEST:

Vicki L Moss, Human Resources

CERTIFICATION:

I, Vicki L Moss, Human Resources Manager for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are true and correct minutes of the PSPRS Joint Board Position Process Subcommittee Meeting of **Wednesday, February 12, 2020**.

Vicki Moss, Human Resources



CITY OF SURPRISE
PSPRS Joint Board Position Process
Subcommittee Meeting

Council Meeting Date: February 25, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Procurement process overview

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
PSPRS Joint Board Position Process
Subcommittee Meeting

Council Meeting Date: February 25, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion of results of JIMS (Job Information Management Systems) request (other cities).

Motion:

N/A

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. PSPRS Boards - JIMS Responses Duties
2. PSPRS Board Secretaries - JIMS Responses
3. Job Descriptions from other Cities
4. JIMS Request on Board procedures
5. Chandler-2019 Amended Chandler PSPRS Board Rules - SIGNED
6. COG PSPRS Local Fire Board Rules-Adopted 2-27-19
7. COG PSPRS Local Police Board Rules-Adopted 2-27-19
8. Scottsdale-PSPRS Local Board SOP
9. Sedona-board procedures-adopted

JIMS Question sent on 10/25/2019 by City of Glendale

Hello again!

We would like to know how you handle the administration of your local PSPRS Boards and Board business:

-What department and position:

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS?
Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)?
Handles all of the communication with/paperwork reporting to the PSPRS Admin Office?

-What department and position handles:

Scheduling Board meetings?
Creating/distributing/posting Board meeting agendas?
Creating/distributing/posting Board meeting minutes?

Any information you can provide in response to these questions would be greatly appreciated.

Thank you!



Lisa Chill
Admin Support Supervisor
Human Resources & Risk Mgmt.

lchill@glendaleaz.com
P 623.930.2272
5850 W. Glendale Ave., Ste. B56
Glendale, AZ 85301

We improve the lives of the people we serve every day.
Community • Integrity • Excellence • Innovation • Learning

Response 1: City of Tolleson



Wendy Jackson
Human Resources Director
City of Tolleson
9555 W. Van Buren Street
Tolleson, AZ 85353
P: 623.936.2703 F: 623.907.3094

-What department and position:

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS? **Board Secretary (the Secretary is an HR employee)**
Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.) ? **Board Secretary (the Secretary is an HR employee)**

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office? **Board Secretary (the Secretary is an HR employee)**

-What department and position handles:

Scheduling Board meetings? **Board Secretary (the Secretary is an HR employee)**

Creating/distributing/posting Board meeting agendas? **Secretary creates the agenda and the Clerk posts accordingly.**

Creating/distributing/posting Board meeting minutes? **Secretary creates the minutes and the Clerk posts accordingly.**

Response 2 – Town of Gilbert

Jenny Templin

HR Solutions Specialist

Town of Gilbert | Office of Human Resources

50 East Civic Center Drive | Gilbert, AZ 85296

Phone: 480-503-6733

Email: jenny.templin@gilbertaz.gov

Mon-Thurs, 7:00am-6:00pm; Closed Fridays

-What department and position: **HR Department, Senior HR Analyst - Benefits**

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS?

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)?

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office?

-What department and position handles: **HR Department, Senior HR Analyst - Benefits**

Scheduling Board meetings?

Creating/distributing/posting Board meeting agendas?

Creating/distributing/posting Board meeting minutes?

Response 3 – Sedona



JoAnne Cook

Human Resources Specialist

Human Resources Office

jcook@sedonaaz.gov

(928) 203-5038

Our HR Department, specifically my position includes the job duty as serving as the board secretary.

Response 4 – Town of Queen Creek

Lori Lehman | Human Resources Specialist | Town of Queen Creek

phone: 480.358.3204 | fax: 480.358.3209 | e-mail: lori.lehman@queencreek.org

22358 S. Ellsworth Road, Queen Creek AZ 85142 www.queencreek.org

Office hours: Monday-Thursday, 7 am-6 pm, closed Fridays

What department and position:

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS?
HR Manager/Benefits

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)? **HR Manager & Payroll Specialist**

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office?
HR Manager & Payroll Specialist

-What department and position handles:

Scheduling Board meetings? **Town Clerk**

Creating/distributing/posting Board meeting agendas? **Town Clerk**

Creating/distributing/posting Board meeting minutes? **Town Clerk**

Response 5 – City of Peoria

Kristen Venditte

City of Peoria
HR Benefits Analyst
Phone: 623-773-5159
Fax: 623-773-5163 (Confidential Fax)
Email: Kristen.Venditte@peoriaaz.gov

We would like to know how you handle the administration of your local PSPRS Boards and Board business:

-What department and position: **HR dept and the HR Analyst (Benefits)**

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS?

HR Analyst (Benefits)

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)?

HR Analyst (Benefits) does all forms except our Payroll dept assists with completing the P11 forms

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office? **HR Analyst (Benefits)**

-What department and position handles:

Scheduling Board meetings? **HR dept & the HR Analyst (Benefits)**

Creating/distributing/posting Board meeting agendas? **HR Analyst (Benefits) - our City Clerk's office posts the minutes, etc. (we work with them on that part)**

Creating/distributing/posting Board meeting minutes? **HR Analyst (Benefits) - our City Clerk's office posts the minutes, etc. (we work with them on that part)**

Response 6 – City of Goodyear

Jeanni Ruddy

Total Compensation and HRIS Manager
Human Resources
City of Goodyear, Arizona

190 N. Litchfield Road
Goodyear, AZ 85338

v 623-882-7751 m 623-698-5719

w goodyearaz.gov

e jeanni.ruddy@goodyearaz.gov

-What department and position: **HR Department, Benefits Analyst or Total Comp & HRIS Manager**

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS?

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)?

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office?

-What department and position handles: **City Clerk's Office – City Clerk serves as the Board Secretary, other staff assist with duties listed below.**

Scheduling Board meetings?

Creating/distributing/posting Board meeting agendas?

Creating/distributing/posting Board meeting minutes?

Response 6 – City of Sierra Vista

Shanna Melanson

Human Resources Analyst

City of Sierra Vista

520-417-4411

520-452-7028 (fax)

-What department and position: **My Analyst position does this for the Board Secretary who is our HR Manager.**

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS?

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)?

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office?

-What department and position handles:

Scheduling Board meetings? **Mine, HR Analyst**

Creating/distributing/posting Board meeting agendas? **I create them and the City Clerk's office posts them.**

Creating/distributing/posting Board meeting minutes? **I do the minutes & the City Clerk's office posts them.**

Response 7 – Buckeye (Nancy Love; nlove@buckeyeaz.gov)

-What department and position:

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS? Our Benefits Administrator meets with these employees and she is in the HR department

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)? **Benefits Administrator**
Handles all of the communication with/paperwork reporting to the PSPRS Admin Office?

Benefits Administrator

-What department and position handles:

Scheduling Board meetings? **Benefits Administrator** schedules meeting with board members, but coordinates with the City Clerk's office to ensure someone from that office is available to attend the meeting.

Creating/distributing/posting Board meeting agendas? **Benefits Administrator** provides agenda items to the City Clerk's office. The Clerk's office then creates, and posts the agenda. **Benefits Administrator** sends it to the board members

Creating/distributing/posting Board meeting minutes? **City Clerk's office** takes the minutes, and posts them. **Benefits Administrator** distributes them to the board members.

Response 8 – City of Mesa

Erin Pierce, PHR

Human Resources Analyst – City of Mesa

PO Box 1466

Mesa, AZ 85211-1466

480-644-3932

480-644-2380 fax

-What department and position: **Sr. Program Assistant in City Clerk's Office**

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS?

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)?

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office?

-What department and position handles: **Sr. Program Assistant in City Clerk's Office**

Scheduling Board meetings?

Creating/distributing/posting Board meeting agendas?

Creating/distributing/posting Board meeting minutes?

Response 9 – City of Scottsdale (Diana Becker; Dbecker@scottsdaleaz.gov)

-What department and position:

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS? **HR Benefits/SR Benefits Analyst**

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)? **Payroll-any staff member/HR Benefits-SR Benefits Analyst**

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office? **HR Benefits/SR Benefits Analyst**

-What department and position handles:

Scheduling Board meetings? **HR/Local Board Secretary**

Creating/distributing/posting Board meeting agendas? **HR/Local Board Secretary**

Creating/distributing/posting Board meeting minutes? **HR/Local Board Secretary**

Response 10 – City of Chandler

Stacey Hempleman, CCP
Sr. Human Resources Analyst
City of Chandler
Phone: 480-782-2367
Fax: 480-782-2345

Chandler's HR department handles these functions. The Secretary of our board is the Management Assistant in HR, and the employee that handles the DROP calculations and meeting with employees is an HR Specialist I.

Response 11 – City of Tempe

Matt Quick

City of Tempe – Human Resources
20 E. Sixth St, First Floor Tempe, AZ 85281
480-350-8619 desk | 480-350-8060 fax
matt_quick@tempe.gov

-What department and position:

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS? **Human Resources, HR Analyst**

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)? **Human Resources, HR Analyst**

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office? **Human Resources, HR Analyst**

-What department and position handles:

Scheduling Board meetings? **Internal Services, Executive Assistant**

Creating/distributing/posting Board meeting agendas? **Internal Services, Executive Assistant**

Creating/distributing/posting Board meeting minutes? **Internal Services, Executive Assistant**

Response 12 – City of Avondale

Matt Warner, MPA, SHRM-SCP

Senior Human Resources Analyst
City of Avondale
11465 W. Civic Center Dr., Ste. 240
Avondale, AZ 85323
Phone: (623) 333-2212 | Fax: (623) 333-0220
mwarner@avondaleaz.gov | www.avondaleaz.gov

Avondale's responses are below. This is our current process, but previously the Sr. HR Analyst assigned to Fire and PD handled the Board Secretary duties for their respective department assignments.

-What department and position:

Meets with those wanting to enter/retire from the DROP or retire normally from PSPRS? **HR – Benefits Program Manager**

Generates the PSPRS Service Retirement Benefit Calculations form and other required PSPRS paperwork (disability retirements, survivor benefits, etc.)? **HR – Benefits Program Manager**

Handles all of the communication with/paperwork reporting to the PSPRS Admin Office? **HR – Benefits Program Manager**

-What department and position handles:

Scheduling Board meetings? **HR – Benefits Program Manager**

Creating/distributing/posting Board meeting agendas? **HR – Benefits Program Manager**

Creating/distributing/posting Board meeting minutes? **HR – Benefits Program Manager**

City	Board Secretary Role
Glendale	HR Director
Tolleson	HR employee
Gilbert	HR employee; Sr. HR Analyst - Benefits
Sedona	HR employee; HR Specialist
Peoria	HR employee; HR Analyst - Benefits
Goodyear	City Clerk
Sierra Vista	HR employee; HR Analyst
Buckeye	HR employee; Benefits Administrator (assistance provided by City Clerk's Office)
Mesa	City Clerk Office employee; Sr. Program Assistant
Scottsdale	HR employee; Sr. Benefits Analyst
Chandler	HR employee; Management Assistant
Tempe	HR employee; HR Analyst
Avondale	HR employee; Benefits Program Manager
Surprise	HR employee; HR Specialist



Benefits Analyst Senior

Class Code:
1025

TOWN OF GILBERT
Established Date: Oct 19, 2017
Revision Date: Apr 16, 2019

SALARY RANGE

\$60,564.90 - \$87,819.00 Annually

CLASS SERIES:

Salary Range: \$60,564.90 - \$87,819.00 Annually

FLSA Status: Exempt

Department: Human Resources

Reports to: HR Benefits Manager

CLASS SUMMARY:

Works with Benefits Manager, departments, vendors, and employees in regards to facilitating solutions, developing strategies and procedures for benefit and leave-management programs. Coordinates and performs independently advanced-level professional, technical and analytical work involved in the implementation and maintenance of HR benefit programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers Leave programs (FMLA & Military Leave) by processing applications, communicating eligibility and approval to employee and supervisor, tracking utilization, answering questions for employees and supervisors;
- Acts as Secretary of PSPRS Local Board by preparing and processing applications, facilitating monthly board meetings, coordinating with Board and Attorney, coordinating with PSPRS, updating board and staff on legislative changes, assisting applicants with retirement & DROP process;
- Assist with administration of current benefit programs to include technical and analytical review of monthly and annual documents, maintain monthly and quarterly reports, offer insight with regulatory changes, process and track stop loss payments, interpret plan questions, monitor compliance changes, assist with compliance reporting, liaison with vendors;

- Assist with planning and implementation of additional benefits programs, or changes to existing benefit programs, review documents, advise Benefits Manager on options, assist with required system updates and communication;
- Receive and respond to internal and external customer inquiries and requests pertaining to employee benefits needs. Follow through to resolution and update team as appropriate;
- Participate in board meetings, presentations, benefit forums, open enrollment meetings, benefit fairs & expos, staff meetings, and team meetings, as well as one-on-one meetings to explain benefits programs;
- Reviews and processes Short term Disability, Long Term Disability, and Deferred Compensation 457(b) applications;
- Other duties as assigned.

MINIMUM QUALIFICATIONS AND SPECIAL REQUIREMENTS:

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:

- Bachelor's degree in business management, human resources, or related field.
- 7 years of management support experience in the areas of employee benefits and wellness administration.
- Microsoft Office proficiency required.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

LICENSING / CERTIFICATIONS:

- Valid Arizona driver license
- PHR, SPHR, SHRM-CP, or SHRM – SCP certification required
- Certified Benefits Professional (CBP) certification preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Working knowledge of all federal, state, and local employment laws and regulations including FMLA, ADA, COBRA, ACA, retirement etc. preferred.
- Experience working with HRIS database and electronic records management systems.
- Analytical and strategic knowledge of employee benefits and wellness programs.

SKILL IN:

- Prioritization of workload and making adjustments as needed;
- Provide common sense solutions to complex issues;
- Possess ability to build positive working relationships with all levels in the organization;
- Attention to detail and ability to handle multiple priorities at once;
- Display high degree of professionalism and contributes to the credibility of the HR team.

ADA AND OTHER REQUIREMENTS:**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

The position requires stooping, kneeling, crouching, reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Gilbert provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



City of Peoria HUMAN RESOURCES

Title: Human Resources Analyst

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Human Resources Supervisor.

Serves as functional and technical lead to Para-Professional Benefits/Class and Compensation Staff.

MINIMUM QUALIFICATIONS

- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of three (3) years' experience in benefits, job classification, and compensation. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None Required

PREFERRED/DESIRABLE QUALIFICATION(s):

- Professional Human Resources certification is preferred, such as:
 - PHR (Professional in Human Resources)
 - SPHR (Senior Professional in Human Resources)
 - IPMA-CP (Certified Professional in Human Resources)
 - SHRM-CP (SHRM Certified Professional)
 - CBP (Certified Benefits Professional)
- Experience in a municipal or government setting.

JOB SUMMARY

The primary function of this position is to perform a variety of professional and technical work related to citywide benefits, job classifications, and compensation. Responsibilities include coordination of the citywide benefits programs to include medical, dental, vision, life insurance, health and dependent care flexible spending programs and workers compensation. Conducting market surveys, analyzing data, preparing reports, performing comprehensive job evaluation studies, overseeing employee job data management, maintaining compensation databases and position management, and administering and coordinating the special projects related to classification and compensation.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Participates in and coordinates activities related to employee benefits and workers' compensation. Responds to questions, concerns and inquiries from employees, providers, and vendors; resolves problems regarding contract provisions and discrepancies. Prepares correspondence to employees, dependents, providers, and insurance carriers.
2	Initiates and conducts benefits surveys and research to obtain and effectively analyze data to recommend solutions to various benefits issues; compiles, researches, and analyzes data and information to assist management with special projects.
3	Plans and coordinates various information sessions with insurance/retirement carriers for employees.
4	Drafts and coordinates the communication of city's benefits plans and services, including the city's intranet site, benefit plan booklets, benefits summary, printed materials and compliance requirements.
5	Researches and interprets state and federal rules and regulations affecting benefits and compensation; recommends possible changes to the city's benefits plans, compensation programs, policies, and procedures. Assists in the planning, developing, and implementation of new benefit programs and vendors.
6	Monitors all benefit plans and services provided for effectiveness through the use of research and analyses; identifies problem issues and assists in negotiating changes with vendors. Participates in the Request for Proposal (RFP) process for insurance contracts.
7	Conducts and completes compensation, classification and internal equity analysis and market surveys to determine salary range, the City's market position and make recommendations on equity adjustments. Creates, distributes and responds to salary surveys and prepares benchmark analysis.
8	Assists in the preparation, planning, coordination and execution of small and large-scale organizational studies to determine changes to pay plans and ranges, job titles and specifications, and compensation practices for the City with the purpose of maintaining a competitive and equitable classification and compensation system. Conducts job classification audits and investigations, reviews the positions FLSA exemption or non-exemption status, and prepares or revises job descriptions to accurately reflect the job duties, compensable factors and job requirements.
9	Compiles, researches and analyzes data and information to recommend solutions to various human resources issues and prepares reports, spreadsheets and presentations based on findings. Provides direction and advice to departments, managers, supervisors, and employees pertaining to classification and compensation issues and strategies, reclassification or job review requests, regulations related to Fair Labor Standards Act and related federal, state and local guidelines, other internal human resources policies, record and position management, and budget inquiries.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”										
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.										
Sedentary		X	Light		Medium		Heavy		Very Heavy	
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.			Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

Work Environment for this position is indicated below with “X”

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office	X	Outdoors		Vehicle		Office and Field/ Plant/ Warehouse	
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.



City Clerk

Class Code:
6D01

CITY OF GOODYEAR

Established Date: Aug 1, 2005

Revision Date: Oct 1, 2019

SALARY RANGE

\$54.48 - \$80.87 Hourly
\$113,315.82 - \$168,217.82 Annually

JOB DESCRIPTION SUMMARY:

The purpose of this position is to serve as official clerk to elected officials and maintain records for the city. This is accomplished by ensuring all services and programs are in legal compliance, directing city elections, directing the records management program, developing goals and objectives, recommending policies and procedures and overseeing budget preparation and expenditures. Other duties include participating on committees, representing the city, and coordinating with city attorneys on legal matters.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following functions do not identify all duties performed by the incumbent. Other duties and responsibilities will be performed as assigned.

- Supports council, Boards, Commissions and Committees, and management activities by directing the preparation and posting of all meetings, recruiting for appointment, recording documents, researching new technologies, coordinates working with elected officials, departments and employees, attending meetings and take minutes, and responding to inquiries and requests. ensures that all meetings are in legal compliance with the Arizona Open Meeting Laws, ensures that all meeting follow-up is completed in a timely manner and is in legal compliance. Serves as District Secretary for CFD Boards and Secretary for six Council appointed Boards and Committees.
- Ensures compliance with State Public Records Statutes and all federal laws pertaining to records. Manages records retention by directing the records management program, ensuring historical documents are preserved, implementing the disaster recovery program, and maintaining electronic systems.
- Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, coordinating efforts with departments, ensuring legal compliance, and monitoring staff performance and development.
- Serves as chief election official by directing all election activities, ensuring compliance with all legal requirements, and coordinating the election process with outside agencies.

- Receives and processes all claims against the City, processes and approves or denies all Special Event Liquor Licenses received, processes all waiver requests related to Special Event applications.

JOB REQUIREMENTS:

- **Formal Education/Knowledge:** Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
- **Experience:** Minimum seven years of experience in a related field.
- **Certifications and Other Requirements:** Certified Municipal Clerk designation (CMC), Notary.
- **Reading:** Work requires the ability to read administrative and technical documents, state statutes, liquor permits annexations, and records management at a college level.
- **Math:** Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
- **Writing:** Work requires the ability to write technical documents, records management, and requires a very clear and precise writing skills.
- **Managerial:** Semi-Complex - Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
- **Budget Responsibility:** Moderate - Has responsibility for final approval of a department's budgetary recommendations to a Deputy City Manager/City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
- **Policy/Decision Making:** Moderate - The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. This position independently decides how objectives are achieved and what resources are needed. Typical positions in this category are upper management to executive level jobs.
- **Technical Skills:** Comprehensive Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
- **Interpersonal/Human Relations Skills:** Moderate - Interactions involve overseeing and/or approving final decisions regarding policy development and implementation. This level often involves interaction with others outside the organization or department on key organizational/departmental issues and requires exercising participative management skills, high levels of negotiation, and the ability to reach consensus on complex issues to achieve organizational goals and objectives.

HEALTH AND SAFETY:

Safety is everyone's responsibility. All employees are expected to work in a safe manner and report unsafe activities and conditions. The following are the physical, non-physical, health, and safety demands required of the employee based on frequency they will be performed.

Frequency Code Description

- Rarely, less than 1 hour/day
- Occasionally, 33% of the day
- Frequently, 33-67% of the day
- Constantly, more than 67% of the day

Primary Work Location: Office Environment

- **Overall Strength Demands:** Light
 - Rarely: N/A
 - Occasionally: Exerting up to 20 pounds
 - Frequently: Exerting up to 10 pounds
 - Constantly: Exerting negligible amounts of walking or standing
- **Physical Demands**
 - Rarely: Lifting, kneeling, pushing, pulling, balancing, crouching, and twisting
 - Occasionally: Carrying, reaching, climbing and foot controls
 - Frequently: Standing, walking, handling, hearing, and talking
 - Constantly: Fine dexterity and vision
- **Non-Physical Demands**
 - Rarely: Emergency situations, tedious or exacting work, noisy and/or distracting environment
 - Occasionally: Frequent change of task, irregular schedule, overtime
 - Frequently: Time pressure, performing multiple tasks simultaneously
 - Constantly: Working closely with others as part of a team

Health and Safety Conditions

- **Chemical**
 - Never: Skin contact, absorption, injection, inhalation or ingestion
 - Rarely: N/A
 - Occasionally: N/A
 - Frequently: N/A
 - Constantly: N/A
- **Physical Hazards**
 - Never: Thermal stress, electrical, noise, fire/explosion, radiation,
 - Rarely: Being struck by or struck against
 - Occasionally: Slips, trips and falls, caught in/on/between, pinch points
 - Frequently: N/A
 - Constantly: N/A
- **Biological Hazards**
 - Never: Building related illness, legionnaires disease, blood borne pathogens, plant or insect bites, water and wastewater, brucellosis and mold
 - Rarely: N/A
 - Occasionally: N/A
 - Frequently: N/A

- Constantly: N/A
- **Ergonomic Hazards**
 - Never: Forceful exertion, contact stress and vibrations
 - Rarely: Work area design, awkward posture
 - Occasionally: Repetition
 - Frequently: N/A
 - Constantly: N/A

Machines, Tools, Equipment and Work Aids

- Heavy Equipment: Sedan vehicle if required
- Specialty Equipment: N/A
- Tools: N/A
- Computer Equipment and Software
 - Hardware: Desktop/laptop, telephone, copier
 - Software: Microsoft Office 365, Munis, ShoreTel, Adobe Reader or Pro
- Protective Equipment Required
 - General: N/A
 - Specialty: N/A

EXPECTED BEHAVIORS:

STAFF BEHAVIORS AND EXPECTATIONS

Embrace our core values that reflect who we are and what we do.

- **Integrity** – Be consistent by aligning actions with words. Be trustworthy by conducting oneself with the highest degree of honesty. Be transparent by doing the right thing even when no one is looking.
- **Empathy** – Be respectful by treating others with respect; respect the feelings, experiences, and perspectives of others. Be kind by showing consideration and taking care to support one another. Be aware by actively listening; seek to understand, then to be understood, and appreciating diversity and differences (think about true colors).
- **Optimism** – Be hopeful by focusing on positive outcomes and believing in possibility rather than idolizing problems. Be resilient by seeing failure as a path to success and learning from mistakes. Be positive by having a positive attitude and avoid complaining.
- **Innovation** – Be resourceful by exploring new ideas that add value or eliminate waste. Be progressive by thinking and looking ahead. Be curious by testing the value of the process and challenging the status quo.
- **Adaptability** – Be a champion by accepting and supporting changes. Be purposeful by taking ownership of your role in change. Be connected by connecting to the big picture.
- **Initiative** – Be a leader by taking opportunities to lead regardless of your role. Be proactive by taking action to address problems and opportunities without being asked. Just do it! Be a problem solver by removing obstacles so others can succeed; Troubleshoot instead of blame when mistakes happen.

LEADERSHIP BEHAVIORS AND EXPECTATIONS**Coaching and Mentoring**

- Leading with humility
- Building a trusting environment
- Facilitating employee development
- Providing positive, meaningful work for employees
- Welcoming employee involvement in decision-making and listening to employee opinions
- Appreciating, recognizing and reinforcing employee contributions
- Fostering teamwork
- Encouraging employees to be problem solvers, however, providing assistance when problems are elevated
- Supporting others to successfully manage organizational and departmental change
- Addressing performance problems and issues promptly

Operational Excellence

- Setting clear, actionable goals and expectations that align with organizational vision, mission, and strategy
- Champion the culture
- Engaging employees to maximize individual contribution to drive organizational success
- Promoting employee wellbeing by encouraging participation in wellness and safety programs
- Achieving quality results by measuring progress against goals
- Sharing information, advice, and constructive feedback to help others be more successful

EEO STATEMENT:

The City of Goodyear is an Equal Opportunity Employer. Any applicant requiring additional assistance, please contact the Human Resources Department for accommodations. Prior to appointment, selected candidate(s) must pass a motor vehicle record check, criminal history check, and, if necessary for the position, a physical evaluation and/or credit history check. The City of Goodyear supports a drug and alcohol-free workplace.

The Smoke-Free Arizona Act is to protect Arizonans from the harmful effects of second-hand smoke; therefore, the City of Goodyear prohibits smoking in all designated "no smoking" areas, including enclosed areas and areas within 20 feet of the entrances (except for patios). www.smokefreearizona.org (A.R.S. § 36-601.01)

SENIOR PROGRAM ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A Senior Program Assistant is a paraprofessional class that performs a variety of assignments involving public contact work of a specialized nature. Employees in this class are responsible for administering, monitoring, and/or implementing a major program, process, or technical functional area within a unit or department. In addition, incumbents must possess advanced technical knowledge in specific functional areas; have the ability to explain and interpret information; work independently and without specific instruction; and regularly exercise independent judgment when making decisions regarding the disposition of matters related to the program areas. Duties may include supervising clerical and/or paraprofessional staff, working with accounting or financial data, and relieving supervisors of administrative details. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Program Assistant class by the more advanced technical and complex nature of the work performed; independent discretion in regards to a program, process, or technical functional area; and supervisory responsibilities (*by assignment*). Minimal supervision is received from an administrative or professional staff person, unit director, or department manager. Employees in this class may be required to work evenings, weekends, and holidays for special events (*by assignment*). This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) experience in a responsible paraprofessional capacity including public contact work. Graduation from an accredited college or university with an Associate's Degree in a related field may substitute for two years of the required experience.

Special Requirement. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa (*by assignment*). Must possess a valid Class D Arizona Driver's License by hire date (*by assignment*).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (*Police Assignment*).

Preferred/Desirable Requirements. Experience with personal computer (PC) software applications (example: word processing, spreadsheet, data manager, desktop publishing, and Hypertext Markup Language [HTML]). Experience in a technical area related to the program area. Graduation from an accredited college or university with a Bachelor's Degree in a health and wellness related field (examples: Exercise Physiology, Kinesiology, Health Promotion, Health Education, Wellness,

Community/Public Health, Fitness Wellness, Nutrition, Dietetics, Health Sciences, or Exercise and Wellness) and good (1 – 3 years) experience developing, marketing, and teaching health education programs (*Employee Health & Wellness Assignment*).

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, contractors, vendors, and others to respond to questions, obtain and provide information, provide training, and explain and interpret the rules, regulations, practices, and policies of the assigned department or unit. Trains and instructs subordinates and/or coworkers regarding duties to be performed (*by assignment*). Prepares performance appraisals, correspondence, office procedures, work orders, purchase orders, manuals, reports, surveys, packets, agendas, and media collateral such as brochures, newsletters, flyers, etc. (*by assignment*).

Manual/Physical: Operates standard office equipment such as a PC, printer, copier, calculator, etc. Enters information into a PC to prepare reports and other documents. Prepares and updates schedules, graphs, spreadsheets, or similar information. Operates a motor vehicle requiring a standard Arizona Driver's License to participate in construction and/or station inspections/plan review meetings (*by assignment*). Inspects, monitors, and evaluates information, objects, work conditions, and the behaviors or work products of others to determine compliance with department operating and safety standards, regulations, and procedures. Attends meetings with various City personnel and outside agencies. Participates in committees and planning groups as related to Health and Wellness (*by assignment*). Meets scheduling and attendance requirements. Uses common hand tools such as a screwdriver or other small hand tools to install batteries, and repair and troubleshoot mobile communications devices (*by assignment*).

Mental: Supervises and evaluates the work of a clerical and/or paraprofessional staff (*by assignment*). Prioritizes own work and work of others. Resolves procedural, operational, and other work-related problems by contacting appropriate personnel. Researches, analyzes, and compiles data for various reports, trainings, and publications (*by assignment*). Comprehends, makes inferences from, and interprets written materials, including department policies, procedures, standards, correspondence, and computer software manuals. Develops policies and procedures related to a program area. Completes special research projects as assigned. Performs mathematical calculations or financial and cost analyses. Prepares or assists in preparing portions of a budget (*by assignment*). Learns job-related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

principles and practices of office management and the equipment used;
research techniques and methods of report presentation;
methods and policies pertinent to a specific functional area;
computer applications related to assignment; and
effective customer relations techniques.

Ability to:

compile data for special and periodic reports;
maintain complex records and/or databases and prepare accurate reports from such records;
interpret and make decisions conforming to regulations and policies;
perform assignments independently and without specific instructions;
anticipate changes in the priorities of tasks or volume of work to be accomplished and make necessary adjustments; and
establish and maintain effective working relationships with management, coworkers, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 12/19

CT/js/ya

CS4078.DOCX

PAY GRADE: 44

CS4232 (Part-time)

PAY GRADE: 44

CS4049 (Grant-funded)

PAY GRADE: 44

CS4425 (Part-time, Non-benefited)

PAY GRADE: 44

EEO-Para

IND-8810

JOB FCTN-OFF

SWORN-No

INCREMENTS 53-200



HUMAN RESOURCES ANALYST

Class Code:
1905

CITY OF SCOTTSDALE
Established Date: Sep 17, 2002
Revision Date: Jun 25, 2019

SALARY RANGE

\$52,478.40 - \$76,294.40 Annually

FLSA:

Exempt

CLASS SUMMARY:

A Human Resources Analyst is an entry-level professional classification that performs responsible work in one or more human resources' disciplines to include recruiting, employee relations, benefits administration, training and development, and other human resources functions.

DISTINGUISHING CHARACTERISTICS:

- The Human Resources Analyst is distinguished from the Senior Human Resources Analyst as the Senior Human Resources Analyst handles more advanced human resources assignments requiring well-developed professional knowledge and judgment.
- The Human Resources Analyst is a non-supervisory classification.
- See 'Essential Functions' for list of possible duties.

MINIMUM QUALIFICATIONS:

Education and Experience

- A Bachelor's Degree in Human Resources, Business Administration, Organizational Development, Public Administration or closely related field from an accredited educational institution.
- Three years of work experience in a paraprofessional or professional capacity involving technical human resources work.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.

Licensing, Certifications and Other Requirements

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

Knowledge, Skills and Abilities:**Knowledge of:**

- General knowledge of Human Resources administration to include principles, regulations, and best practices.
- Strong knowledge of employment and/or benefits related laws.
- Principles and practices of benefits and administration.
- Principles and practices of compensation and classification, including maintenance of a compensation program.
- Principles, techniques and methods used in the recruitment and selection of job applicants.
- General knowledge of training and development methods, principles, and adult learning theory.
- General principles of contract administration and fiscal responsibilities.
- Data compilation and analysis techniques.
- Moderate computer skills utilizing Microsoft Office products (Outlook, Word, PowerPoint, and Excel) and other relevant technologies, such as utilizing a database and a learning management system.

Ability to:

- Effectively communicate with a diverse employee population and the general public.
- Interpret and apply regulations and policies.
- Utilize effective facilitation and negotiation skills.
- Ensure detail oriented and quality work products.
- Develop and deliver presentations and training programs on a wide variety of human resources subjects.
- Work with highly sensitive, confidential, and emotional situations and assignments.
- Proficiently perform computerized word processing, comprehension, summarizing, and writing/editing.
- Write clear and concise reports and develop descriptive materials for management review.
- Attend or conduct various meetings as needed.
- Establish and maintain effective working relationships with City Officials, City staff at all levels, professionals in the HR field and the general public.
- Complete OSHA/safety training as required.
- Perform other duties as assigned.

ESSENTIAL FUNCTIONS:

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:

All Assignments

- Exercises a fair amount of independence, initiative, and professional expertise in conducting the day to day operations of administration and coordination of various

Human Resources related programs while monitoring legal and procedural compliance.

- Utilizes independent judgment decision-making when dealing with related issues that do not conform to a standard pattern.
- Requires considerable tact and confidentiality when dealing with the public and City personnel.
- Establishes and maintains effective working relationships with city staff at all levels, professionals in the HR field and the general public.
- Prepares a variety of correspondence to employees, retirees, and the general public.
- Interprets Human Resources policies and procedures; responds to request to information and assistance from employees, management, outside agencies and the public.
- Ensures compliance with and provides guidance and assistance to employees.
- Utilizes effective facilitation and negotiation skills.
- Ensures detail oriented and quality work products.
- Conducts presentations for a wide variety of audiences,
- Coordinates vendor activities, which includes contract administration responsibilities, and billing.
- Works independently and in a team environment.
- Researches and analyzes statistical data related to assigned areas; prepares a variety of reports interpreting and explaining data.
- Analyzes data and information to recommend solutions, improvements, and policy enhancements on various human resources issues.
- Builds and maintains client relationships as they pertain to assigned projects and duties.

Benefits Assignment

- Provides front-line contact for employees/retirees with issues concerning benefit coverage, cost, enrollment, etc., through the benefit helpline, or face to face meetings.
- Processes eligibility for all employees and retirees, including assurance that general accepted personnel procedures, laws and policies are adhered to, including HIPAA.
- Researches contracts, regulations, laws, and policies to insure compliance of programs and processes that applies to eligibility issues.
- Provides accurate and timely transmittal of eligibility information (additions and deletions) to benefit vendors.
- Administers various city benefits, including health insurance, dental, life, vision, spending accounts, disability, awards program, tuition assistance, and other City benefits, including enrollment, terminations, additions and changes.
- Enters all dependent information and benefit election changes into the HR/Payroll system and updates as necessary.
- Provides technical information and instruction regarding benefit coverage and applicable procedures and methods to employees, retirees, dependents, and vendors.
- Works with highly sensitive, confidential, and emotional situations and assignments.
- Coordinates and completes all aspects of open enrollment, calculates employee and City contribution amounts for various insurance plans, prepares enrollment communication and materials, and schedules and conducts employee meetings.
- Processes all COBRA and FMLA requests, tracks hours, creates and distributes necessary notifications.
- Calculates and processes various monthly benefit payments and has knowledge of benefit and wellness budgets.

Staffing Services Assignment

- Participates in activities and services related to recruitment and selection; employee relations; and employee performance management.
- Responds to and tracks unemployment claims.
- May attend job fairs representing the city and interacting with the public, explaining open positions and recruitment methodology.
- Works with departments/divisions to ensure citywide equal employment opportunity compliance by managing the payment and distribution of the employment law posters.
- Reconciles the payments for pre-employment professional service contracts.
- Ensures compliance with the Department of Public Safety/Noncriminal Justice Compliance Program.

Training and Development Assignment

- Develops curriculum and delivers presentations and training programs on a wide variety of subjects.
- Conducts training needs assessments and provides recommendations.
- Researches training methods, trends and evaluates the effectiveness of training programs.
- Coordinates and moderates the New Hire Orientation program.
- Acts as primary point of contact for the Tuition Reimbursement program.
- Provides guidance and recommendations to presenters on their communication skills and PowerPoint presentations.

Wellness Program Assignment

- Plans, organizes and manages the wellness program to improve the health, safety and well-being of employees and family member including development of wellness curriculum, events, training and education.
- Establishes metrics to measure the effectiveness of wellness initiatives.
- Evaluates efficiency of health care benefit plan and service delivery methods, recommendation of modifications as necessary.
- Identifies wellness vendors and manages procurement process.
- Evaluates performance of internal and external wellness instructors.
- Serves as city representative on community wellness committees.
- Presents proposals and progress reports to management and employee groups.
- Prepares wellness program marketing and communication material, not limited to: benefits, administration, budget, compensation, employee recognition programs and information systems.

REPORTING RELATIONSHIP:

- This position within the Human Resources Department reports to the Human Resources Manager in the Administrative Services Division.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the

essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Most work is performed in a normal city office environment.
- Lift and carry materials weighing up to 20 pounds.
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy and fax machine requiring continuous and repetitive arm, hand, and eye movement.
- Travel to and from meetings and to various locations.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.



CITY OF CHANDLER
Established Date: Jul 6, 2014

MANAGEMENT ASSISTANT

Class Code:
M035

SALARY RANGE

\$21.83 - \$29.48 Hourly

JOB DESCRIPTION:

Pay Grade: 19
FLSA Status: Non-Exempt
Effective Date: 7/14

Classification Summary:

This is the fourth level in the administrative support series. The primary function of an employee in this class is to perform advanced level administrative support and office management duties including, working independently on confidential administrative tasks; researching and responding to escalated requests from the public and Council/City Manager's Office; conducting research and preparing report; assisting with budget preparation and tracking; and planning, organizing, and implementing special programs for the department and/or community. The Management Assistant is distinguished from the Senior Administrative Assistant by these and other duties that require an in-depth knowledge of the City and other departments such as making decisions, interpreting policies and procedures, and serving as the representative for the department director.

Essential Functions:

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Responds to and resolves complex and sensitive inquiries or complaints from Mayor/Council's Office, City Manager's Office, Department Directors, outside agencies, other City personnel and citizens requiring an in-depth understanding of City and departmental policies and procedures; follows-up to ensure that the issue has been appropriately addressed;
- Initiates and coordinates the City Council agenda collection processes for the department, this includes producing spreadsheets and calendars for management with due dates, compiling staff reports and related documents; ensures proper formatting, accuracy and completeness, obtaining appropriate signatures; coordinates the duplication, collation, and distribution of agenda packets by deadlines;
- Interacts with executive level management from public and private organizations and entities, department heads, and appointed and elected officials;
- Plans, coordinates, and promotes departmental and community programs and events for employees, community groups and citizens; identifies locations and dates, arranges and confirms speakers and instructors; processes applications and registration; ensures facility, materials, and supplies are prepared; may be required to attend events as requested;
- Assists in preparation and coordination of department budget; prepares cost estimates for budget recommendations; maintains budget files, tracks, and reconciles department budget accounts, expenditures, transactions, financial statements and reports; investigates discrepancies; estimates expenditures; updates management on budget problems, policies and procedures;
- Drafts, formats, and prepares a variety of documents, including custom reports, financial records, charts, graphs, contracts and manuals;
- Creates and distributes educational and informational brochures, pamphlets, flyers, and marketing materials;
- Researches and gathers information and data from multiple sources for departmental projects;
- Maintains calendar of department activities, meetings and various events; plans, schedules and coordinates appointments, meetings, interviews, training, and special events among several departments and/or external organizations;
- Writes content and designs graphic presentations for Boards and Commissions and City Council for the department;
- Designs, formats and write contents to update the division or department's Intranet and/or Internet webpages;
- Creates and maintains databases specific to a program, division or department;
- Conducts training sessions or makes presentations on new procedures, programs or processes for employees, the

community, and/or businesses;

- Serves as administrative support for a various committees and Boards and Commissions; coordinates meetings, prepares agendas, assembles materials, takes and transcribe minutes; follows up on committee assignments; composes City Council communications for department management;
- Establishes and maintains complex filing systems; scans and indexes records into electronic document management systems; responsible for record retention and destruction for the department;
- Develops and enhances working relationships with various organizations, community groups, non-profit groups, service clubs and businesses;
- Assists in developing new department policies and procedures; coordinates their implementation;
- Monitors contracts and agreements for outside services to ensure compliance and proper billing;
- May prepare and process grant documents and track grant money expenditures;
- Processes and verifies financial and purchasing functions and entries which may include purchase requisitions, service orders, invoices, check requests, and P-Card reconciliations;
- Generates and processes work orders and citizen requests in a computerized maintenance management system; dispatches appropriate staff as required;
- May order, stock, and distribute office supplies, uniforms, and equipment; reports replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage;
- Makes travel arrangements;
- Performs all work duties and activities in accordance with City policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

Knowledge, Skills and Abilities:

Knowledge of:

- Department policies and procedures;
- Record keeping practices and procedures;
- Customer service procedures and techniques;
- Office management processes and procedures;
- General bookkeeping, accounting and budgeting principles;
- English spelling, grammar and punctuation.

Ability to:

- Follow oral and written instructions;
- Respond to requests and inquiries tactfully and courteously;
- Maintain complex records efficiently and accurately;
- Maintain confidentiality of information processed or prepared;
- Gather data and prepare written correspondence and reports;
- Interpret department and city policies, procedures and processes sufficiently enough to convey related information to the public and other city staff;
- Take and transcribe minutes of meetings;
- Conduct research for special projects;
- Track, monitor and reconcile budgets;
- Manage various processes or programs related to assigned department;
- Communicate effectively both orally and in writing;
- Respond appropriately to public inquiries and present a positive public image;
- Calculate solutions to mathematical problems involving addition, subtraction, multiplication and division;
- Maintain effective working relationships with executive level management from public and private entities, state and local elected and appointed officials, other employees and the public;
- Operate a computer and related software and demonstrate proficiency to prepare documents, spreadsheets, databases, presentations, email and timesheets.

Supervision Received:

An employee in this class works under the direction of a department manager or director.

Supervision Exercised:

May provide direction to temporary staff, volunteers and/or student workers.

Minimum Qualifications:

- High school diploma or GED equivalency, supplemented with general college courses; and
- Four (4) years of progressively responsible experience providing complex administrative support and management assistance, preferably working in a similar role and department; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Desired Qualifications:

- Associate's Degree in Business Management or related field.

Work Environment:

The primary duties of this class are performed in a general office environment.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and to reach, stoop, bend and stretch in filing materials.



City of Tempe

HUMAN RESOURCES ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	302	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$61,939
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$83,617
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from a Human Resources Manager or from other management staff.
May provide functional and technical direction to support staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of professional level human resources experience.
<i>Education:</i>	Requires the equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, personnel management, public administration, business administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Professional Human Resources certification is preferred but not required, such as: • PHR (Professional in Human Resources) • SPHR (Senior Professional in Human Resources) • IPMA-CP (Certified Professional in Human Resources) • CCP (Certified Compensation Professional) • CBP (Certified Benefits Professional) • CEBS (Certified Employee Benefits Specialist)

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of

professional, technical and analytical work involved in the implementation of the City's Human Resources programs, including; recruitment, testing and selection; classification and compensation; program and policy development; employee relations, employee benefits and/or assigned special projects; and to provide information and assistance to City staff and the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate and work with human resources programs, such as recruitment/selection, compensation, employee benefits, retirement, leave management, HRIS support, etc.
- Responsible for program compliance with current Personnel Rules and MOU's; review and recommend changes to programs and/or policies as needed. Maintain proper supporting documentation; monitor and address any compliance requirements.
- Review, analyze, and manage HRIS data relating to areas of assignment including active involvement with HRIS system integration of any related modules; assist in the development of technology solutions for program processes.
- Provide counsel, direction, and information to management, supervisors, and employees pertaining to area(s) of assignment.
- Develop curriculum and/or plan, organize and conduct training sessions for City employees on various human resources topics.
- Perform job related duties as assigned.
- Physically present to perform the duties of the position.

When assigned to Employee Benefits:

- Create and coordinate communication of benefit program provisions, through the HR website, new hire orientations, printed materials and other channels.
- Respond to questions, concerns and inquiries from a variety of parties including management, employees, retirees, dependents, providers, and vendors; resolve problems involving benefit program provisions, discrepancies, and contracts; gather and compile survey data results.
- Track and record as necessary any benefit program expenses and reconcile any related payments, premiums, transfers or other related financial transactions.

When assigned to Employment Services:

- Provide assistance with personnel issues; such as participating in investigations, analyzing and recommending solutions to resolve basic employee concerns and issues.
- Plan and implement recruitment and selection programs; oversee the establishment, preparation and maintenance of eligibility lists; advise panel members on the selection criteria; and respond to appeals over qualifications and hiring decisions; ensure compliance with related

federal, state, and local regulations.

- Assists with job evaluation including job classification audits, compensation surveys, preparing and revising job specifications, recommends classification and pay range adjustments.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed October 1995

Revised April 2001

Revised October 2003 (Reclassification)

Revised May 2007 (Update MQ)

Revised October 2011 (Update duties and MQs)

Revised February 2013 (Update duties)

Revised January 2014 (Update duties and MQs)

Revised October 2017 (Update purpose statement, duties and MQs., removed flex status, incorporated "Program Coordinator" classification)



Benefits Program Manager

Class Code:
21608

Bargaining Unit: Not Applicable

CITY OF AVONDALE
Established Date: Aug 19, 2013
Revision Date: Jul 1, 2017

SALARY RANGE

\$78,855.40 - \$114,340.34 Annually

JOB DESCRIPTION:

Manages the day-to-day operational activities within the Employee Benefits Division. Manages the City's self-insured Medical/Dental, Pharmacy Program, and Short Term Disability programs. Manages contracted benefits including, but not limited to life insurance, Vision Care, Employee Assistance Program, Retirement Programs, and all other benefits as outlined by the City. Performs tasks related to duties as Citywide Health Insurance Portability and Accountability Act privacy officer. Responsible for all leave of absence cases including general administration, comprehensive case management, and program compliance with the Family Medical Leave Act, American Disability Act, and all related employment laws. Serves as the subject matter expert for the leave programs in alignment with Federal regulations and City Policies.

ESSENTIAL DUTIES:

Oversees the accurate and timely processing of the City's benefit programs; reconciliation and payments to providers, enforcement of FMLA and COBRA requirements, the development of open enrollment material and the completion and accuracy of open enrollment.

Plans and develops long-term strategies for managing employee benefit programs. Establishes schedules and methods for maintaining the employee benefits, wellness and deferred compensation programs; assists in the development of policies and procedures.

Evaluates and monitors current benefit programs and the efficiency and effectiveness of service delivery methods and procedures; recommends improvements and modifications. Prepares various reports on operations and activities; confers with consultants about a variety of insurance programs and plan designs.

Develops and administers the employee benefits budget; prepares cost estimates for budget recommendations; submits budget justifications for modifications to the employee benefit programs. Analyzes claims and observable trends based on plan experience; monitors and controls expenditures.

Prepares employee benefit policies and procedures, composes amendments to plan documents, drafts staff summary reports for city council approval and prepares various educational and promotional material for city employees.

Coordinates annual open enrollment of employees into benefit programs; answers complex questions regarding policies and procedures related to available benefit programs.

Works with consultant and City staff to prepare proposal specifications, review, and analyze proposals and prepare recommendations; reviews all benefit contracts for accuracy, monitor contract to ensure compliance with negotiated terms and conditions.

Answers questions and provides information to City employees; makes presentations to employees; investigates employee complaints regarding benefit claims; recommends correction action as necessary to resolve complaints.

Develops and coordinates the city's wellness program and a variety of other programs related to employee benefits and employee health/fitness.

Stays up to date on Pension reforms and legislative movement on Public Safety Retirement Safety Program, Elected Official Retirement Program, Correctional Officer Retirement Plan, and Arizona State Retirement Plan.

Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field/Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field. Master's Degree in Human Resources, Public Administration or related field preferred.

Five (5) years of experience in a health care environment and self-funded experience.

Valid Arizona Operator's Driver's License.

SUPPLEMENTAL INFORMATION:

Ability to interpret and explain technical employee benefit policies and procedures, and resolve disputes regarding insurance coverage, claims processing, and contract administration.

Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.

Communicates with management, coworkers, the general public, insured individuals, providers, outside consultants, and representatives from various regulatory agencies to explain benefit programs, resolve problems and disputes, receive information on benefit issues, and establish and maintain effective working relationships.

Counsels employees regarding benefits and options. Answers complex questions and handles complaints regarding insurance coverage.

Prepares budget preparation and presents justification for budget requests; monitors budget expenditures for operational efficiency. Oversees and monitor claim payments.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work, both internally and externally. Also, have the ability to perform a broad range of management responsibility over paraprofessional, and administrative support personnel.

Manages and monitors all benefit programs for compliance with contracts and Plan Document provisions. Researches and recommends the feasibility of new benefit programs to upper management

staff.

The incumbents in this position communicates with the following: contracted agencies to ensure proper contract administration and resolve problems; negotiates with providers to reduce rates. Works with consultants and purchasing personnel to design Request for Proposal documents, evaluate proposals, and make recommendations to management for contract award. Performs contract administration duties, including: evaluating proposals; negotiating and recommending contract terms; evaluating performance; and ensuring compliance to contract agreements. Employee must maintains regular attendance. Ability to work in a constant state of alertness and safe manner.

JIMS Request on Board procedures:

RESPONSE #1 PEORIA

From: JIMS <jims-bounces@lists.tempe.gov> **On Behalf Of** Kristen Venditte via JIMS

Sent: Tuesday, February 18, 2020 2:08 PM

To: 'Job Information Management System' <jims@lists.tempe.gov>

Cc: Kristen Venditte <Kristen.Venditte@peoriaaz.gov>

Subject: Re: [JIMS] PSPRS Local Board Handbooks/Training Materials

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Hi Shanna,

Sorry for delayed response, but for the City of Peoria, we really use the resources provided by PSPRS for processing retirements, etc. and we use the Model Uniform Rules for the local boards.

Kristen Venditte

Human Resources Analyst

City of Peoria

8401 W Monroe St

Peoria, AZ 85345

(O) 623-773-5159

(F) 623-773-5163

Kristen.Venditte@peoriaaz.gov

Office Hours: Monday – Thursday 7:30am – 5:30pm

RESPONSE #2- CHANDLER- SEE ATTACHED

From: JIMS <jims-bounces@lists.tempe.gov> **On Behalf Of** Carmen Wentz via JIMS

Sent: Tuesday, February 18, 2020 1:58 PM

To: JIMS@lists.tempe.gov

Cc: Carmen.Wentz@chandleraz.gov

Subject: [JIMS] Fw: PSPRS Local Board Handbooks/Training Materials

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Hi Shanna,

Attached, is a copy of our amended PSPRS Board Rules for the City of Chandler. Also, Shanna, please feel free to contact Julia House, our management assistant who facilitates the board meetings, if you still have questions. She may be reached at 480-782-2358. Hope this helps. Thanks!

Carmen Wentz
Human Resources Analyst
480-782-2362

----- Forwarded by Carmen Wentz/COC on 02/18/2020 01:54 PM -----

From: Julia House/COC
To: Carmen Wentz/COC@Chandler
Date: 02/18/2020 07:37 AM
Subject: Re: Fw: [JIMS] PSPRS Local Board Handbooks/Training Materials

We do not have any specific training materials other than what is offered through PSPRS on their web site. They can pull down the Board responsibilities from there also. I did include our new amended Board Rules. Please let Shanna know that she can call me direct and I would be happy to answer any of her questions.

Julia House, Management Assistant
Human Resources
City of Chandler, Arizona
julia.house@chandleraz.gov
480-782-2358
Fax: 480-782-2345

RESPONSE #3-SCOTTSDALE- SEE ATTACHED

From: JIMS <jims-bounces@lists.tempe.gov> **On Behalf Of** Becker, Diana via JIMS
Sent: Wednesday, February 12, 2020 4:36 PM
To: Job Information Management System <jims@lists.tempe.gov>
Cc: Becker, Diana <DBecker@Scottsdaleaz.gov>
Subject: Re: [JIMS] PSPRS Local Board Handbooks/Training Materials

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Hi Shanna,

Scottsdale's SOP is attached. I hope that it is helpful ...

Regards,
Diana

RESPONSE #4-SEDONA- SEE ATTACHED

From: JIMS <jims-bounces@lists.tempe.gov> **On Behalf Of** JoAnne Cook via JIMS
Sent: Wednesday, February 12, 2020 12:44 PM
To: Chill, Lisa via JIMS <jims@lists.tempe.gov>
Cc: JoAnne Cook <JCook@sedonaaz.gov>
Subject: Re: [JIMS] PSPRS Local Board Handbooks/Training Materials

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Please see the attached.



JoAnne Cook
Human Resources Specialist

Human Resources Office

jcook@sedonaaz.gov

(928) 203-5038

(928) 282-1394 fax

City business hours are Mon-Thur 7 a.m.- 6 p.m.

Public safety 24/7

RESPONSE #5-GOODYEAR

From: JIMS <jims-bounces@lists.tempe.gov> **On Behalf Of** Jeanni Ruddy via JIMS
Sent: Wednesday, February 12, 2020 11:31 AM
To: Job Information Management System <jims@lists.tempe.gov>
Cc: Jeanni Ruddy <Jeanni.Ruddy@goodyearaz.gov>
Subject: Re: [JIMS] PSPRS Local Board Handbooks/Training Materials

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Hi Shanna – We don't have a local board handbook. We use the "Local board Retirement Manual" located on the PSPRS website, the Statutes and the Rules of Board Procedures adopted by the Local Board.

Have a great day!

Jeanni Ruddy

Total Compensation and HRIS Manager
Human Resources
City of Goodyear, Arizona

190 N. Litchfield Road
Goodyear, AZ 85338

v 623-882-7751 m 623-698-5719

w goodyearaz.gov

e jeanni.ruddy@goodyearaz.gov

RESPONSE #6-GLENDALE SEE ATTACHED

From: Chill, Lisa <lichill@glendaleaz.com>

Sent: Friday, February 21, 2020 9:31 AM

To: Job Information Management System <jims@lists.tempe.gov>

Cc: Kerry Sheward <Kerry.Sheward@surpriseaz.gov>

Subject: RE: Local PSPRS Board Bylaws

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Hi Kerry,

I have attached the Bylaws for both of our PSPRS Boards.

Happy Friday!



Lisa Chill
Admin Support Supervisor
Human Resources & Risk Mgmt.

lichill@glendaleaz.com
P 623.930.2272
5850 W. Glendale Ave., Ste. B56
Glendale, AZ 85301

We improve the lives of the people we serve every day.
Community • Integrity • Excellence • Innovation • Learning

**RULES AND PROCEDURES OF THE LOCAL BOARDS OF THE
PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) FOR THE
CITY OF CHANDLER FIRE DEPARTMENT AND POLICE DEPARTMENT**

Pursuant to A.R.S. § 38-847, the following Rules and Procedures are hereby adopted:

I. FORMATION AND GOVERNANCE

1. *Board Composition.* Pursuant to statute, the Public Safety Personnel Retirement System (PSPRS) Local Boards for the City of Chandler Fire Department (CFD) and City of Chandler Police Department (CPD) shall be composed as follows: (i) the Mayor, or the Mayor's designee, approved by the City Council; (ii) two members elected to each Board by secret ballot of the PSPRS members of Chandler Fire Department (Fire Board) or Chandler Police Department (Police Board); and (iii) two citizens, one of whom shall be the Chairperson of the Merit System Board. The citizens are appointed by the Mayor with the approval of the City Council.

Any PSPRS members who are eligible to serve may request to be placed on the election ballot for the Board of their respective Department within the 14-day period following the announcement by the Board Secretary of an upcoming election and the opportunity to opt in. The available elective positions will be filled with the one or two candidates, as applicable, who received the highest number of votes cast in the election.

If an elected member becomes a beneficiary of the System, leaves the employ of his or her respective Department, or terminates his or her Board service for any reason prior to expiration of the current term, a vacancy is automatically declared. The Board's policy is to fill such vacancies as expeditiously and cost effectively as possible using this procedure

and Special Board meetings as may be necessary. An elected vacancy shall be filled by a new special election unless the Board finds extraordinary circumstances to exercise its discretion to select the recipient(s) of the next highest number of votes in an election within the last 12 months. In the event that both elected members become ineligible at the same time a new special election shall be held. Whether vacancies are filled by promotion or a new special election, the new member(s) shall only fill the remainder of the unexpired term(s) to maintain the required statutory staggering of Board terms.

2. The Chairperson shall be the Mayor or approved designee of the Mayor. The Board may select a Vice-Chair upon majority vote. During the inability of the Chairperson to serve, either by the Chair's temporary designation or vote of the Board, the Vice Chairperson shall assume all powers and responsibilities of the Chair, as outlined in Sections 7, 33 through 41, or as may otherwise be provided by law. The Secretary shall be either the Human Resources Director or a City employee nominated by the Human Resources Director, preferably with Human Resources, Finance, retirement, or benefits experience, and shall be approved by a majority of the members of the Board. The Board may also designate an Assistant Secretary by majority vote. The Secretary may delegate some or all of the Secretary's duties to the Assistant Secretary on a short-term or ongoing basis.

3. A quorum for the purpose of conducting any business by the Board shall be three members. At least three members must be physically present at a meeting or hearing to conduct Board business. All votes for Board action shall be by a majority of

those present and qualified to vote on the matter. It is preferred, but not required, that any quorum and sustaining vote will include at least one elected member.

4. Regular monthly meetings shall be posted in the City's public notice area and held at the location identified in the meeting notice. The preferred meeting times will be at 8:45 a.m. (Fire Board) and 9:00 a.m. (or immediately following the conclusion of the Fire Board meeting) (Police Board) on the first Wednesday of each month unless a holiday or schedule conflict requires an alternative meeting date and/or time. The Boards may also meet at other dates, times, or places as may be called pursuant to Section 5 below and as set forth in the Notice(s) of Meeting. Any meeting may be continued to a later date, on proper notice, in the absence of a quorum.

5. Special meetings may be held at any time, following proper notice to the public as required by law, upon the call of the Chairman or any two members of the Board.

6. No fewer than three business days before the date of a meeting or hearing, the Secretary or Assistant Secretary shall give each member of the Board notice and post the public notice of the meeting. The Board's agenda may include a consent agenda, for approval with a single vote, of multiple items of a less discretionary nature or items that do not require further discussion such as approval of meeting minutes, or documents issued between meetings in compliance with time deadlines, to confirm votes taken in previous Open Session meetings. A single Board member may request in Open Session that any item be removed from the consent agenda for amendment, discussion and separate vote. If item(s) are removed, the remaining items can be approved in a group by Open Session vote, according to law. Any member, claimant, applicant or beneficiary whose application

or request for determination is on the agenda shall be given personal notice of the meeting or hearing in any manner deemed appropriate by the Board. A Board member who is not notified of a meeting or who has not received the required three (3) days notice shall be deemed to consent to all action taken by the Board at said meeting unless a written protest is filed with the Secretary or Assistant Secretary within ten (10) days after the date that the minutes of the meeting are mailed or otherwise given to the member. If such a protest is duly filed, the action protested shall be re-opened for consideration and vote at the next regular meeting. Any notice may be given by placing a copy thereof in the U.S. Mail, postpaid, addressed to the address maintained in the files of the local Board.

7. The Chairperson shall preside at all meetings and hearings and shall rule on evidentiary issues that arise during hearings, as described by these Rules. The Chairperson shall also have authority to sign certificates and other documents required by or incidental to the operation of PSPRS, fulfillment of the Board's statutory responsibilities, or as required by law.

8. The Secretary or Assistant Secretary shall prepare and keep minutes of each meeting. In consultation with Local Board counsel, the Secretary or Assistant Secretary shall have authority to prepare, execute, and file with the PSPRS Board of Trustees such certificates or other documents as may be necessary in, and incidental to, the operation of PSPRS, fulfillment of the Board's statutory responsibilities, or required by law, including all members' enrollment forms, retirement/disability applications, or other documents as may be necessary in, and incidental to, the PSPRS plan management.

9. Adequate records necessary to the proper operation of PSPRS, fulfillment of the Board's statutory responsibilities, or required by law shall be maintained by the Secretary or Assistant Secretary, or the City's Human Resources staff in such form and manner as the Board prescribes. Employer records may be used to avoid duplication, where permitted by law.

10. Board members, whether elected or appointed, shall serve staggered four-year terms. To ensure this for elected Board members, one PSPRS Member of each Department will be chosen for a four-year term on the Board in an election to be held in the Department every two years. By Board vote of November 6, 2019, the successful completion of probationary service with the employee's Department shall be required for both ballot eligibility and for Board service. All Board members are expected to exercise their discretion and authority consistent with the requirements of applicable Arizona law, including PSPRS provisions, Conflict of Interest avoidance, and the Open Meeting Law as set forth in the Board member agreement. Failure to comply with the terms of the Board member agreement or unexcused absences for two regularly scheduled meetings in the same year may be cause for removal by a vote of the majority of the Board. Training for Board members shall be offered on an as needed basis.

11. The Board shall have authority to fully investigate all requests for benefits or System eligibility under Arizona law and any request for determination under PSPRS law which may bear on benefits or System eligibility, and may rule on any application, with or without an evidentiary hearing, during a properly noticed meeting. If there is a conflict in the available medical evidence, or for other reasons within its discretion, when the Board

determines an evidentiary hearing would be of benefit, the Board may schedule such a hearing upon proper notice to the member, claimant, applicant, beneficiary, and the public. The City, as employer, may participate as a party in any hearing or rehearing before the Board and may be represented by counsel. The Board shall be represented by counsel at any hearing, which will follow the same procedures applicable to rehearing set forth in Sections 32 through 41 below. The member, claimant, applicant, beneficiary, and/or the employer shall be permitted to address the Board and may be subject to questioning by Board members or the attorney(s) for the Board, City as employer, or PSPRS Board of Trustees at any meeting at which a determination of benefit eligibility, System membership, and/or exclusion may be made. Upon application, surviving spouses, guardians, and eligible children shall be permitted to address the Board and may be also subject to questioning by Board members or the attorney(s) for the Board, City as employer, or PSPRS Board of Trustees.

12. These Rules and Procedures may be changed, amended, or revoked by majority vote of the members of the Board.

II. PROCESSING OF NEW HIRES

13. Within one month of hire or promotion to a PSPRS-eligible position, the Secretary or the City's HR staff shall distribute membership forms to the newly covered employee(s) and/or ensure that online forms are completed.

14. After receipt of completed membership forms, the Board Secretary may, at the Board's direction, request each applicant's post-offer, pre-hire medical report from the medical and psychological evaluator(s) of the Department. The Secretary may provide the

medical reports to counsel for screening to identify whether the medical and psychological evaluator(s) have indicated that any applicant has a condition which required a Category A or B medical review in compliance with the NFPA 1582 medical requirements (Fire) or a Category II medical review for compliance with the Arizona Peace Officer Standards and Training (AZ POST) medical requirements (Police). The pre-hire/post-offer medical reports may include, but are not limited to, the following: all completed patient history forms; doctors' reports/dictation describing the physical exam performed; the pass/fail sheet, if used; the pre-existing condition declaration form, if separate from the dictated/chart note; the accommodations page(s), if separate from the dictated/chart note; all test results including vision, EKG, hearing, and pulmonary function; exercise tolerance/METS testing (Fire); and labs including glucose, cholesterol, and Hepatitis B and C.

15. The Board, at its next regularly scheduled meeting, or at a special meeting if appropriate, shall review the application(s) for new membership in PSPRS for system eligibility pursuant to the applicable statutory definitions. Pursuant to Local Board vote of November 6, 2019, recruits in training, whether in the Fire Academy or Police Academy, and/or required field training during the one-year probationary period, shall be deemed to satisfy the definition of "employee" contained in A.R.S. § 38-842(27), effective the date of their hire into a PSPRS-covered position with Chandler Fire Department or Police Department for Tier I and II members and effective the 91st day following the date of hire for Tier III members. Pursuant to Local Board vote of November 6, 2019, out of state lateral police hires shall be treated as recruits in training before the date of receipt of their Arizona POST certification to satisfy the definition of "employee" contained in A.R.S. § 38-842(27),

effective the date of their hire. The date of hire shall be the PSPRS membership date for Tier I and II members; for Tier III members, the 91st day following the date of hire shall be the PSPRS membership date.

16. If an applicant has a physical or mental condition or injury that existed or occurred prior to the date of membership in PSPRS, but is otherwise eligible for membership, the Board shall approve membership noting any preexisting physical or mental condition or injury for which accidental or ordinary disability benefits may be excluded. The Secretary shall notify the applicant of the Board's decision as indicated in Section 30 below. In analyzing such questions, whether on initial determination or on review as provided in Section 18, the provisions for medical investigation of pension applications contained in Sections 20 and 21 shall apply. The Board shall consider the medical board examination report authorized under A.R.S. § 38-847(D)(9) and § 38-859 in a Confidential Medical Executive Session. If the Board determines further investigation is necessary, the applicant shall provide medical or injury records and/or a medical release, as requested by the Board or Board Secretary. Votes to declare pre-existing conditions shall be taken in Open Session as required by law. Such determinations and declarations shall be made on an individual case-by-case basis with as much specificity as possible as to the particular condition(s) found while exercising due care to avoid identifying the specific condition(s) or any other confidential medical information in the Open Session or on the record.

Pursuant to Local Board vote of November 6, 2019, it is presumed that the City start date in a PSPRS-eligible position will control for the determination of pre-existing

conditions. If necessary to clarify medical issues, and at the Board's sole discretion, applicants may be invited to attend Confidential Medical Executive Sessions. An elected Board member who is the direct supervisor of a potential recruit, lateral hire, or benefit applicant at the time of Board review shall not review that employee's medical reports or participate in the discussion or vote involving the employee.

17. If the Board denies PSPRS membership or approves membership with an exclusion based on a preexisting condition, the Board Secretary shall notify the applicant of the Board's decision as provided in Section 31 below. On its own motion, the Board may review and re-determine its prior decision(s) on any matter including retirement, disability, PSPRS membership, and exclusions. The Board shall notify any member, claimant, applicant, or beneficiary of any meeting at which it will review a prior decision affecting him or her.

18. The Board will not review pre-hire psychological evaluations as part of its pre-existing condition determination in the above-described manner which applies only to physical examination reports and history forms. For psychological evaluations, the Board shall confirm such an evaluation has been conducted as part of the pre-hire process and note that it may be used in the future to make determinations on whether a disability claim arises from a pre-existing condition. The report shall be maintained by the Board Secretary in a confidential manner in a secured environment for up to five years after the employee's separation from City employment and the Local Board shall have access to those records as may be needed to evaluate disability application(s) according to law.

III. PROCESSING OF PENSION APPLICATIONS

19. All applications for any type of pension shall be timely submitted to the Local Board Secretary with supporting documentation of certificates of birth, death, and marriage, as appropriate. The Local Board Secretary and/or the City's HR staff shall prepare years of service and rates of pay in writing for the Secretary to present to the Board at the next scheduled meeting following the filing of any application for any pension.

20. Any type of disability pension application shall be supported with medical report(s) and examinations as required by A.R.S. § 38-847(D)(9) and § 38-859, establishing all eligibility requirements of A.R.S. § 38-844, and the definitions contained in A.R.S. § 38-842, for the particular disability type for which the applicant has applied. Any disability application shall not be considered complete for purposes of Board review and action unless and until all necessary supporting medical documentation has been received by the Board Secretary. The applicant shall fully cooperate with the record gathering process as required by the Board. The Board's inability to obtain medical records from another government department or agency shall not preclude the Board's consideration of an application if the applicant has been fully cooperative and has diligently pursued all available opportunities to facilitate the release of the records. The City's Benefits or HR Staff may assist the members with their applications. In addition, any application for a work-related disability pension shall include evidence that the Applicant has diligently pursued in good faith any remedies available to him with the Industrial Commission of Arizona. Applicants for any work-related disability pension shall provide copies of the Worker's Report of Injury and medical records furnished to the Industrial Commission and

any case-determinative pleadings and medicals, or judicial decision(s) from the workers' compensation matter.

21. A disability or PSPRS system Applicant or beneficiary may be subject to an Independent Medical Evaluation or Medical Board pursuant to A.R.S. § 38-847(D)(9) and § 38-859(A), (C), composed of a designated physician or clinic other than the employer's regular employee or contracted clinic. Consistent with A.R.S. § 38-859, the Medical Board or evaluator will be asked to make written findings regarding eligibility for the disability type as defined by A.R.S. § 38-844, and the definitions contained in A.R.S. § 38-842, and whether pursuant to A.R.S. § 38-844(D)(3), and as defined by Sections 14 and 16 above, a pre-existing mental or physical condition or injury precludes PSPRS or benefit eligibility. In considering any application for a disability pension, the Board shall also consider the eligibility requirements of A.R.S. § 38-844(D)(1), (2), and any applicant for PSPRS membership or any disability pension shall sign a medical release so that proper investigation of eligibility can occur. Any failure to cooperate with the Board's medical investigation and/or to participate in a medical examination pursuant to §38-847 (D)(9) and at the request of the Board for eligibility purposes shall result in a denial of benefits pursuant to A.R.S. § 38-844(E) and § 38-859.

22. The Secretary shall, at the direction of the Board but not more frequently than once a year and prior to the normal retirement date of any disability pensioner, notify such pensioner to report for examination by the physician designated by the Board. If required, other physicians may be employed to report on special cases. The provisions for medical investigation of pension applications contained in Section 21 shall apply. For

purposes of such evaluation, the recipient of any disability pension shall sign a medical release and may be requested to provide medical records or other medical documentation of the disability so that proper investigation of continuing eligibility can occur. Any failure to cooperate with the Board's medical investigation and/or to participate in the medical examination at the request of the Board shall result in a termination of benefits pursuant to A.R.S. § 38-844(E) and § 38-859. The Board, upon receipt of the physician's report, shall review the appropriateness of any such disability award in accordance with A.R.S. § 38-844(E), including consultation with the Human Resources Director, or designee, and the recipient's Department regarding whether such report demonstrates the recipient's ability to engage in a reasonable range of duties within that Department.

23. A review of disability pension claims shall be conducted by the Board each year in such form as the Board may require to obtain appropriate evidence allowing it to fulfill its statutory obligations. The annual reviews will preferably take place at the Board meetings in October but are subject to rescheduling at the Board's discretion. Voting on whether to conduct follow up medical examinations shall take place in Open Session as required by law. Such determinations shall be made on a case-by-case basis using factors consistent with the processes for handling confidential medical information outlined in Section 16 and for review outlined in Section 18. In exercising its discretion for such votes, the Board shall review each case objectively and may consider, but is not limited to, the following factors: the nature of the previous disability; the likelihood of current recovery; the previous permanent limitations applicable to the disability; the impact of the disability on Departmental service; the length of time since the disability began; the complexity

and/or expense of a proper medical investigation and/or Medical Board exam; the current Departmental personnel structure and needs; the potential for rehire; and any other information relevant to the application of A.R.S. § 38-844(E). Pensioners may be requested to cooperate with further investigation and/or participate in a medical examination, as described in Section(s) 21 and 22 above, and/or a hearing as described in Section(s) 32 through 41 below.

24. Any member/beneficiary of the Public Safety Personnel Retirement System who fails to comply with the provisions of applicable Arizona law and/or these Rules and Procedures shall be deemed to be ineligible for the award of any benefits or the continuation of any benefits already awarded.

IV. MEDICAL EXAMINATION OF RECOVERY BY MEMBER WITH ORDINARY OR ACCIDENTAL DISABILITY

25. When the Board determines that a member qualifies for an ordinary or accidental disability retirement pension and the member/beneficiary will not reach normal retirement date within one year of the initial determination, the Board shall determine whether and when to request a medical examination pursuant to A.R.S. § 38-844(E), § 38-847(D)(9), and §38-859, and consistent with Section(s) 21 to 23 above.

26. The Board shall request the Medical Board or evaluator performing the medical or psychological examination to address any relevant issue including specifically whether the member/beneficiary has sufficiently recovered to be able to engage in a reasonable range of duties within the member's Department.

27. The Board shall consider the matter at a regularly scheduled meeting upon

proper notice to the member/beneficiary and the public. Pursuant to A.R.S. § 38-844(E), if the Board determines that the member/beneficiary has recovered sufficiently to be able to engage in a reasonable range of duties within the member/beneficiary's Department, the Board shall so notify the member/beneficiary and the Department. If the Department makes an offer of employment to the member/beneficiary, which is declined by the member/beneficiary, benefits shall be terminated.

28. If the Board determines that the member/beneficiary has not recovered, the Board shall determine whether and when to request another medical examination pursuant to A.R.S. § 38-844(E), § 38-847(D)(9) and § 38-859, and consistent with Section(s) 21 to 23 above.

29. Sixty months after the award of a catastrophic disability pension (CDP), the Board shall reevaluate the member/beneficiary. If the member still qualifies for the CDP, s/he is entitled to receive the pension at the reduced amount prescribed in § 38-845(E). At or after the sixty-month review, the catastrophic disability shall be considered to have ceased and a CDP terminates if the Board determines that the member/beneficiary has sufficiently recovered and is able to engage in gainful employment based on a medical examination as provided in Section 21. However, after the sixty-month review, the Board's medical examination pursuant to Section 21 above shall not be required more frequently than once in a calendar year and made consistently with Section(s) 21 to 23 above. The medical review after the sixty-month period does not apply after the date the catastrophic disability pensioner would have attained twenty-five years of service assuming the pensioner remained a member of the system. The Board shall also terminate a

catastrophic disability pension if the member/beneficiary refuses to undergo any medical examination requested by the Board. A member/beneficiary whose catastrophic disability pension is terminated may apply for and if eligible is entitled to receive an accidental disability pension as provided in A.R.S. §§ 38-844, 38-845, and as set forth in Sections 11 and 19 - 28.

V. NOTIFICATION TO MEMBER OF BOARD'S DECISION OF DETERMINATION OR ELIGIBILITY

30. When the Board approves applications for PSPRS membership, retirement, disability pensions, and survivor's benefits, the affected member, claimant or applicant and the PSPRS Board of Trustees shall receive notification of the Board's original determination either by attending the meeting at which the action was taken, by certified mail, or by receiving benefits from PSPRS pursuant to the Board's original action. The notification shall advise the affected member, claimant, applicant or beneficiary and the PSPRS Board of Trustees, through counsel if represented, of the statutory right to apply for a rehearing on the original determination within 60 days after receipt of notification, pursuant to A.R.S. § 38-847(G), (H). Such notification, and minutes of the meeting or hearing, should include the Board's decision on the issue or application presented, specific findings supporting the decision with reference to the evidence relied upon by the Board, and if necessary, how the Board resolved any conflicts in the medical evidence.

31. When the Board votes to deny PSPRS membership, or makes rulings on requests for determination as described in Section 11 above, pre-existing conditions or other questions of eligibility, or denies applications for retirement, disability pensions,

and/or survivor's benefits, whether based on an evidentiary hearing as indicated in Section 11 above, or otherwise, the affected member, claimant applicant, or beneficiary and the PSPRS Board of Trustees, through counsel if represented, shall receive notification of the Board's original determination either by attending the meeting at which the action was taken or by certified mail. The notification shall advise the affected member, claimant or applicant or beneficiary and the PSPRS Board of Trustees of the statutory right to apply for a rehearing on the original determination within 60 days after receipt of notification, pursuant to A.R.S. § 38-847(G), (H). Such notification, and minutes of the meeting or hearing, should also include the Board's decision on the issue or application presented, specific findings supporting the decision with reference to the evidence relied upon by the Board, and if necessary, how the Board resolved any conflicts in the medical evidence.

VI. REHEARING ON ORIGINAL DETERMINATION

32. A request for rehearing must be made in writing, setting forth the reason(s) for the request, and must be timely received by the Board Secretary in accordance with A.R.S. §38-847 (G), (H), to be considered. Not later than 40 calendar days after the original decision, the Board on its own motion may order a rehearing for any reason for which it might have granted a rehearing on motion of a party, stating the reason(s) underlying its action.

33. The Board is not bound by common law and may conduct the rehearing in any manner that will achieve substantial justice and is consistent with PSPRS statutes and case law. The hearing shall be an informal fact-finding process and statutory and court rules of evidence shall not apply. However, the Board Chairperson may make rulings

limiting the presentation of evidence that is irrelevant, redundant, incompetent, or otherwise offered for purposes inconsistent with the purpose of the hearing. The Chairperson may also require that appropriate foundation be established for any exhibits offered for consideration by the Board. The Board shall be represented by counsel at the rehearing who may present evidence and inquire of any witnesses who testify. The proceedings may be recorded by court reporter and all witnesses shall appear under oath and be subject to cross-examination. The member, claimant, applicant or beneficiary may be represented by counsel of his/her choosing at his/her own expense. In the Board's discretion, the procedures for rehearing set forth under Sections 33-41 may also be applied to hearings to reach initial Board determinations. The City, as employer, may participate as a party in any hearing or rehearing before the Board and may be represented by counsel.

34. If the PSPRS Board of Trustees applies for a rehearing, the member, claimant, applicant or beneficiary whose benefit determination may be affected, and/or the City as employer, shall be a party to the proceeding. All other provisions of paragraphs 11 and 32-41 shall apply.

35. *Scheduling Conference.* Where a full evidentiary hearing is requested by the member, claimant, applicant, beneficiary, employer, or the PSPRS Board of Trustees, or determined by the Board to be necessary, the Chairperson shall schedule a Scheduling Conference to take place within 10 calendar days of receipt of the request for rehearing unless the Chairperson extends the date for good cause shown. The purpose of the Scheduling Conference is to set the hearing date, establish the scope of the hearing, and establish a schedule for all pre-hearing activities based on the number and complexity of

issues to be decided. The Scheduling Conference shall be conducted by the Chairperson as the presiding hearing officer and attended by the Board's counsel and all parties to the rehearing or their counsel, if represented. The Scheduling Conference may be conducted in person or telephonically at the discretion of the Chairperson. Each party must be prepared to discuss the following at the Scheduling Conference:

- (1) The issues to be decided by the Board at the hearing;
- (2) A brief summary of the party's position;
- (3) Proposed available hearing dates;
- (4) The estimated amount of time the party requests to present its case;
- (5) The estimated total number of witnesses the party plans to call to testify at the hearing;
- (6) Whether the party plans to call expert witnesses and the proposed issues to be addressed by each expert;
- (7) The timeframe for lists of witnesses and exhibits and copies of exhibits to be submitted to the Board and served on all other parties or their counsel, if represented;
- (8) The timeframe for a Pre-Hearing Statement to be submitted to the Board and served on all other parties or their counsel, if represented; and
- (9) Whether the party plans to depose any witnesses or request the issuance of subpoenas.

36. *Scheduling Order.* Within 10 calendar days of the Scheduling Conference the Chairperson shall issue a Scheduling Order that will govern the schedule for the remainder

of the proceedings unless modified by the Chairperson for good cause. The Scheduling Order will set the hearing date and the timeframes for all pre-trial activities including, but not limited to, submittals and exchanges of lists of witnesses and exhibits and pre-hearing statements, if required, as well as any of the other matters set forth above or any other matters the Chairperson deems important to the orderly progression of the proceedings. For re-hearings of disability retirement pension determinations, the Board shall disclose the packet materials upon which its initial eligibility decision was made at the same time lists of witnesses and exhibits must be submitted.

37. Any request for subpoenas must be submitted as provided by the Scheduling Order to the Secretary for issuance by the Board Chairperson as presiding hearing officer. Copies of the requested subpoenas shall be served upon all other parties or their counsel, if represented, at the time of filing. Service of the subpoenas and cost of service shall be the responsibility of the party requesting issuance of the subpoenas.

38. *Pre-Hearing Statement.* By the time established in the Scheduling Order, the member, claimant, applicant, beneficiary, employer, Board, or PSPRS Board of Trustees, may submit to the Board Secretary and all other parties or their counsel, if represented, a written statement setting forth the facts of the case and a brief addressing the position and expected evidence on all relevant issues the party or PSPRS Board of Trustees will request the Board to address.

39. *Pre-Hearing Conference.* If the Chairperson determines it would aid the disposition of the hearing, the Chairperson may schedule a Pre-Hearing Conference at least two calendar days prior to the hearing. At least one representative of each party who will

be responsible for the presentation of the party's position during the Board hearing shall attend the Pre-Hearing Conference. The Pre-Hearing Conference may be conducted in person or telephonically at the discretion of the Chairperson. At the Pre-Hearing Conference, the Chairperson may make such rulings and orders which will facilitate a fair and efficient hearing including but not limited to:

- (1) Clarification of the issues to be decided by the Board at the hearing;
- (2) Limitations on time for the hearing;
- (3) The order of presentation for the hearing; and
- (4) Resolving any motions or other outstanding issues between the parties.

40. At the request of either party or a member of the Board, the Chairperson may ask witnesses who are anticipated to testify during the hearing to excuse themselves from the hearing room until such time as they are called for testimony. However, the member, claimant, applicant, beneficiary, employer, their counsel, the representative and counsel for the PSPRS Board of Trustees, and the Board's counsel shall not be excluded from the hearing.

41. If any party or the PSPRS Board of Trustees designates any portion of the oral proceedings before the Board as part of the record on review in the Superior Court, the cost of the transcript shall be paid by the party so designating or the PSPRS Board of Trustees, unless the Board waives the cost of transcription upon good cause shown. A request for waiver of the cost of the transcription shall be in writing and served upon the Board Secretary at the time of the service of the appeal complaint.

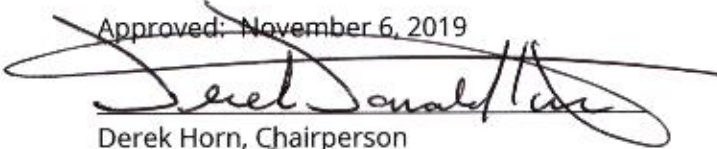
VII. QUALIFIED DOMESTIC RELATIONS ORDERS

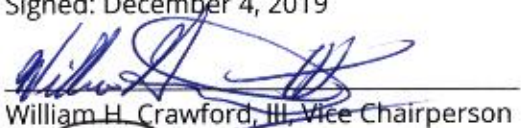
42. Any member or beneficiary involved in a judicial proceeding for annulment, dissolution of marriage or legal separation that provides for the distribution of community property, or other court action to enforce such a property distribution, is subject to the provisions of A.R.S. §38-860, as to any qualified domestic relations order (QDRO), which might be issued in such proceedings. If a member, beneficiary, or alternate payee wishes the Local Board to take action based on a QDRO, s/he shall submit a copy to the Local Board Secretary. The Board may take action based on a QDRO only if the QDRO has been submitted to and approved by the PSPRS as required by statute. It is the responsibility of the member, beneficiary, or alternative payee(s) who are the subject of a QDRO to keep the PSPRS informed of any changes in address or contact information. The intent of this Section is to supplement, rather than replace, the obligations a member, beneficiary and/or alternate payee(s) may have to the system created by A.R.S. § 38-860.

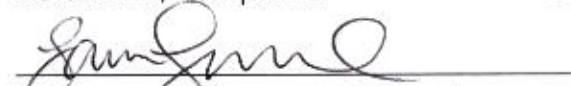
Sections 1 – 42 of the City of Chandler PSPRS Local Board Rules and Procedures were adopted by the Boards' votes on November 6, 2019, **to replace any and all prior versions.**

Approved: November 6, 2019

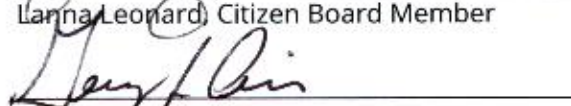
Signed: December 4, 2019


Derek Horn, Chairperson


William H. Crawford, III, Vice Chairperson


Lanna Leonard, Citizen Board Member


Bryan Cox, Police Board Member


George Arias, Police Board Member


Darren Nissen, Fire Board Member


Carlos Vargas, Fire Board Member

**City of Glendale
Public Safety Personnel Retirement System
Local Fire Board Rules
Adopted Pursuant to A.R.S. § 38-847(F)**

**Adopted by the City of Glendale Local Fire Board at a public meeting
held on February 27, 2019**

A. Definitions

1. “A.R.S.” means Arizona Revised Statutes.
2. “Administrator” means the Administrator of the Plan (including any persons authorized by the Administrator to act for the Administrator) acting for the benefit of the Board of Trustees as more particularly described in A.R.S. § 38-848(L).
3. “Board of Trustees” has the meaning ascribed to that term in A.R.S. § 38-842(8).
4. “Claim” means any request for relief under the Plan involving all questions of eligibility and service credits, which is properly before a Local Fire Board for Decision, pursuant to A.R.S. § 38-847(D).
5. “Claimant” has the meaning ascribed to that term in A.R.S. § 38-842(11).
6. “Decision” means (i) a separate written document setting forth the Local Fire Board's action resolving a Claim; or (ii) any orders issued by the Local Fire Board relating to a Claim, including orders denying a request for Rehearing or further relief. As required by A.R.S. § 38-847(G), a Decision shall contain, at a minimum, (a) the name of the member affected by the Local Fire Board's action; (b) a description of the action taken; and (c) an explanation of the reasons supporting the Local Fire Board's action.
7. “Decision on Rehearing” means a Decision issued by the Local Fire Board after a Rehearing.
8. “Employee” has the meaning ascribed to that term in A.R.S. § 38-842(27).
9. “Employer” has the meaning ascribed to that term in A.R.S. § 38-842(28) and means the City of Glendale.

10. “Hearing” means the Local Fire Board’s initial public Meeting concerning a Claim, which is conducted in accordance with the Open Meeting Law and these Rules.
11. “Initial Decision” means the first Decision on a Claim issued by the Local Fire Board.
12. “Local Fire Board” means the public body described in A.R.S. § 38-847.
13. “Meeting” is a gathering of a quorum of the Local Fire Board to conduct business and to hold Hearings and/or Rehearings, which is conducted in accordance with the Open Meeting Law and these Rules.
14. “Member” has the meaning ascribed to that term in A.R.S. § 38-842(31).
15. “Minutes” means the written official record of the proceedings, including the testimony of witnesses.
16. “Non-Routine Claim” means any Claim that is not a Routine Claim, including, but not limited to, Claims for the following: (i) a “killed in the line of duty” survivor pension; (ii) an accidental disability pension; (iii) a catastrophic disability pension; (iv) an ordinary disability pension; (v) a temporary disability pension; or (vi) determinations for plan membership concerning whether the Employee is or was regularly assigned to hazardous duty.
17. “Notice” means a written Notice of Hearing or Rehearing, as applicable, which includes, at minimum: (i) a statement of the time, place and nature of the Hearing or Rehearing; (ii) a statement of the legal authority and jurisdiction under which the Local Fire Board will be conducting the Hearing or Rehearing; (iii) a reference to the particular section(s) of the Arizona Revised Statutes (and/or any other applicable rules) involved in the particular matter presented for Decision; and (iv) a short and plain statement of the matters asserted by the Claimant or issues to be considered at the Hearing or Rehearing.
18. “Open Meeting Law” is the body of laws described in Title 38, Ch. 3, Article 3.1 of the Arizona Revised Statutes, which requires that public bodies, such as the Local Fire Board, hold its meetings and conduct its activities in public, except in those limited circumstances described in A.R.S. § 38-431.03.
19. “Party or Parties” means the Claimant, Local Fire Board and Board of Trustees.
20. “Plan” or “PSPRS” means the Public Safety Personnel Retirement System, as described in A.R.S. § 38-841 *et seq.*

21. “Pre-Membership Physical” means a medical examination of an Employee before the Employee joins the Plan, for the purpose of identifying physical or mental conditions or injuries, which existed or occurred prior to the Employee’s date of membership in the Plan, pursuant to A.R.S. § 38-859(A)(1).
22. “Presiding Officer” means the Chair or Acting Chair of the Local Fire Board, who presides over any Meeting, Hearing or Rehearing.
23. “Rehearing” means a public Meeting before the Local Fire Board that is conducted in accordance with the Open Meeting Law and these Rules, to consider a Claimant’s or the Board of Trustee’s request that the Local Fire Board reconsider its Initial Decision, as provided by A.R.S. § 38-847(H).
24. “Routine Claim” means a Claim for any of the following: (i) a normal retirement pension; (ii) an early retirement pension; (iii) a normal survivor pension; (iv) a determination of eligibility for Plan membership other than that involving whether the Employee is or was regularly assigned to hazardous duty; (v) a survivor’s pension that is not a “killed in the line of duty” survivor’s pension; (vi) request for service credit; and (vii) initiation or termination of Deferred Retirement Option Plan participation.
25. “Rules” means these Rules authorized by A.R.S. § 38-847(F).
26. “Secretary” means the person so designated by the Local Fire Board pursuant to A.R.S. § 38-847(M), who is charged with keeping a record and preparing agendas, Minutes and Decisions of all Hearings and Rehearings of the Local Fire Board.
27. “Subcommittee” means a group of no more than two Local Fire Board members appointed by the Board Chair to undertake Local Fire Board business.

B. Purpose and Scope of Procedures

1. Board Responsibility. Pursuant to A.R.S. § 38-847(D), the Local Fire Board is responsible for deciding all questions of eligibility and service credits, and determining the amount, manner and time of payment of any benefits under the Plan. The Board of Trustees cannot pay any benefits under the Plan without the direction and approval of the Local Fire Board.
2. Scope. These Rules govern all Claims before the Local Fire Board for Decision, effective for any Claims brought, and any Hearing and Rehearing held, after the effective date of adoption of these Rules by the Local Fire Board. If PSPRS promulgates revised Model Rules for Local Boards and a conflict exists with these Rules, the revised Model Rules shall prevail.

3. Conflict. These Rules are authorized by A.R.S. § 38-847(F) and supplement all authority of the Local Fire Board specified in that statute. Should any of these Rules conflict with any provision of A.R.S. § 38-847, Revised Model PSPRS Rules or any other Arizona law, the provisions of Arizona law shall control.
4. Amendment. These Rules may be amended by a majority vote of the Fire Board at a public meeting.

C. Composition of the Board and Conduct of Meetings

1. Composition. The membership of the Local Fire Board is set forth in A.R.S. § 38-847(A).
2. Chair. The provisions for electing a Chair are found in A.R.S. § 38-847(A). The Mayor or a designee shall serve as Chair of the Local Fire Board.
3. Secretary. Pursuant to A.R.S. § 38-847(M), the Local Fire Board shall designate a Secretary who may, but need not, be a member of the Local Fire Board. If a vacancy occurs for the Secretary, the Local Fire Board shall designate a new Secretary at the next Local Fire Board meeting after the vacancy occurs.
4. Quorum. A quorum consists of a majority of the statutory membership of the Local Fire Board. A.R.S. § 1-216(B). For a Local Fire Board comprised of five (5) members, a quorum for the purpose of doing any business is generally three (3) members.
5. Meetings, Minutes and Decisions. Meetings are generally held on the fourth Wednesday of the month from January through October and the third Wednesday of the month in November and December, but can be held at any time upon the call of the Chair, any two members of the Local Fire Board, or the Secretary of the Local Fire Board, with appropriate notice to the members of the Local Fire Board and the public. The Local Fire Board shall meet at least twice a year.
 - a. Meetings are held at Glendale City Hall, 5850 W. Glendale Ave., Glendale, AZ 85301, 4th Floor Conference Room.
 - b. The Secretary shall provide an agenda to the Local Fire Board members in advance of any Meeting, describing the business to be addressed at such Meeting. The content of the agenda shall comply with the Open Meeting Law.
 - c. Notice of all Meetings of the Local Fire Board shall be given, and all Meetings and any executive sessions shall be conducted, in conformance with the Open Meeting Law.

- d. Provided the quorum is met, a majority vote of Local Fire Board members present and eligible to vote shall govern any action taken.
 - e. Local Fire Board members not present in person may attend by telephone or other electronic means permitting meaningful participation in accordance with the Open Meeting Law.
 - f. The Secretary shall cause appropriate Minutes to be taken of Local Fire Board Meetings, and an electronic recording may be made of Meetings to facilitate preparation of such Minutes.
 - g. Such electronic recording will be maintained in accordance with the City of Glendale's record retention schedule.
 - h. The Secretary shall forward to the Board of Trustees (in care of the Administrator) a copy of each Local Fire Board meeting minutes which include the Decision(s) on a Claim no later than twenty (20) business days after the Local Fire Board takes action on such Claim, pursuant to A.R.S. § 38- 847(G). Decisions shall be sent by certified mail to the Administrator as required by A.R.S. § 38-847(H)(2). As required by A.R.S. § 38-847(G), a Decision shall contain, at minimum: (i) the name of the member affected by the Local Fire Board's action; (ii) a description of the action taken; and (iii) an explanation of the reasons supporting the Local Fire Board's action, and (iv) all documents submitted to the Local Fire Board for the action taken including the reports of a medical board.
 - i. Unless the Claimant is present at a Meeting at which the Local Fire Board announces its Decision on a Claim, at the same time that the Secretary forwards the Decision to the Administrator, the Secretary shall forward the Local Fire Board's Decision to the Claimant via certified mail, pursuant to A.R.S. § 38-847(H)(1).
 - j. The Secretary shall forward all other Minutes to the Board of Trustees, in care of the Administrator, within twenty (20) days after each Local Fire Board Meeting, and forward all necessary communications to the Board of Trustees, in care of the Administrator, pursuant to A.R.S. § 38-847(M).
6. Documentation. In a location separate from any Personnel or Department files, the Local Fire Board Secretary shall maintain files for each Claimant, containing public and confidential documents presented to the Local Fire Board.
7. Parliamentary Procedure. In matters of procedure not covered by law or these rules and where no conflict exists, the Local Fire Board shall be guided by Robert's Rules of Order.

8. Independent Legal Counsel. In accordance with A.R.S. § 38-847(N), the Local Fire Board shall be represented by independent legal counsel who shall be independent of the City of Glendale and any employee organization or member. Independent legal counsel shall be selected in accordance with the City Attorney's procurement for selecting Outside Legal Services. Independent legal counsel shall be paid by the City of Glendale.

D. Pre-Membership Physical

1. Examination. Pursuant to A.R.S. § 38-859(A)(1), the Local Fire Board shall contract with a physician or clinic to conduct a Pre-Membership Physical of Employees, for the purpose of identifying physical or mental conditions or injuries, which existed or occurred prior to an Employee's date of membership in the Plan. The physician or clinic conducting a Pre-Membership Physical may be the regular employee or contractee of the City of Glendale.
2. Appointment. The City of Glendale or the Secretary shall coordinate appointments for the Employee's Pre-Membership Physical.
3. Report. The physician or clinic retained to conduct an Employee's Pre-Membership Physical shall provide a written report of the results of the Pre-Membership Physical to the Secretary within 10 days after the examination. The Secretary shall file the report as a permanent record, as required by A.R.S. § 38- 859(E).
4. No Pre-Existing Condition. If the physician or clinic's report on an Employee with respect to his pre-membership condition concludes that the Employee has no pre-existing condition, the Secretary shall file the report as a permanent record, as required by A.R.S. § 38-859(E).
5. Finding of Pre-Existing Condition. If the physician or clinic's report on an Employee with respect to his pre-membership condition concludes that the Employee has a pre-existing condition:
 - a. The Secretary shall notify the Employee that the physician or clinic has reported that the Employee has a pre-existing condition. The Employee shall have 30 days to submit additional documentation or comments to the Secretary before the physician or clinic's report is placed on an agenda for the Local Fire Board's consideration.
 - b. Reports concerning an Employee's pre-existing condition shall be placed on the Meeting agenda for recognition by the Local Fire Board.
 - c. The Secretary shall provide the Local Fire Board with any additional documentation or comments submitted by an

Employee regarding a physician or clinic's conclusion that an Employee has a pre-existing condition.

- d. The Local Fire Board shall review the physician or clinic's report and any additional documentation submitted by the Employee at a Meeting. After review of the relevant documents, the Local Fire Board will take any action the Local Fire Board deems necessary and appropriate.
- e. The Secretary shall file all reports concerning an Employee's pre-existing condition(s) as a permanent record, as required by A.R.S. § 38-859(E), along with any additional documentation and comments provided by the Employee, and appropriate records of any actions or determinations by the Local Fire Board with respect to the same. In the event a Member whose Pre-Membership Physical revealed a pre-existing condition applies for an accidental, catastrophic, ordinary, or temporary disability pension, all such documentation related to the Member's pre-existing condition will be presented to the Local Fire Board. If the Local Fire Board determines that a Member's disability resulted from a physical or mental condition or injury, which existed or occurred prior to the Member's date of membership in the Plan, the Member shall not qualify for an accidental, catastrophic, ordinary, or temporary disability pension.

E. Initial Decision

1. Submitting Claims. A Claimant may request that the Local Fire Board issue an Initial Decision by presenting an application for benefits or service credit to the Secretary, using the prescribed Plan forms.
2. Content of Claims. If desired, a Claimant may supplement the application for benefits or service credit by submitting a letter to the Secretary. In order for any supplemental letter to be considered by the Local Fire Board, such letter shall set forth: (i) the name and address of the Claimant; (ii) the name and address of the Claimant's attorney, if applicable; (iii) a brief statement of the facts forming the basis of the Claim, including any evidence relevant to the Local Fire Board's Decision on the Claim; and (iv) the precise relief sought by the Claimant from the Local Fire Board.
3. Routine Claims; Consent Agenda. The Local Fire Board may authorize its Secretary to determine whether a Claim is to be treated by the Local Fire Board as Routine or as Non-Routine, and to present Routine Claims as a "Consent Agenda" item. Ordinarily, the Secretary does not provide Notice of a Hearing to Claimants for Routine Claims on the Consent Agenda, because the Local Fire Board generally approves Consent Agenda items summarily. If a Routine Claim on the Consent Agenda warrants discussion by the Local Fire Board, the Claim may be deferred to a future Hearing in order to provide Notice to the Claimant.

4. Non-Routine Claims. All Non-Routine Claims are subject to this Section E concerning an Initial Decision. However, more detailed procedures for certain Non-Routine Claims, specifically disability benefit applications and reexamination of disability recipients, are set forth in Sections F and G of these Rules. Other Non-Routine Claims shall be placed on the agenda for consideration by the Local Fire Board, after appropriate Notice to the Claimant.
5. Deadline for Scheduling a Hearing on Routine and Non-Routine Claims.
 - a. Hearings are held at Meetings as provided by Section C(5) of these Rules.
 - b. Unless the Claimant and all other parties to the Claim otherwise agree, the Local Fire Board shall commence a Hearing on a Routine or Non-Routine Claim within ninety (90) days of its receipt of a Claim, pursuant to A.R.S. § 38-847(D)(3).
 - c. If the Local Fire Board does not commence a Hearing on a Claim within ninety (90) days of its receipt of the Claim:
 - i. The Claimant shall notify the Administrator and Secretary by letter sent by certified mail that the Local Fire Board has failed to convene a Hearing within ninety (90) days of the filing of a Claim.
 - ii. As provided by A.R.S. § 38-847(D)(3), the relief demanded by the Claimant is deemed granted and approved by the Local Fire Board. The granting and approval of this relief is considered final and binding unless a timely request for Rehearing or appeal is made, or unless the Board of Trustees determines that granting the relief requested would violate the Internal Revenue Code or threaten to impair the Plan's status as a qualified plan under the Internal Revenue Code. If the Board of Trustees determines that granting the requested relief would violate the Internal Revenue Code or threaten to impair the Plan's status as a qualified plan, the Board of Trustees may refuse to grant the relief by issuing a written determination, sent certified mail to the Local Fire Board and the Claimant. The written determination issued by the Board of Trustees is subject to judicial review pursuant to Title 12, Chap. 7, Article 6.
 - iii. As provided in A.R.S. § 38-847(H), the Board of Trustees may request a Rehearing within sixty (60) days after receiving notice from the Claimant by letter sent by certified mail that the Local Fire Board has failed to convene a Hearing within ninety (90) days of

the filing of a Claim. However, if the relief deemed granted and approved by the Local Fire Board violates the Internal Revenue Code or threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code, no limitation period for the Board of Trustees to seek a Rehearing applies.

6. Issuance of Decision. When a Hearing is held within the deadlines set forth in Section E(5) of these Rules, the Secretary shall forward the Decision, Minutes and other necessary communications, as provided in Section C(5)(f)-(j) of these Rules.
7. Finality of Decision. Pursuant to A.R.S. § 38-847, any Decision that is not inconsistent with the provisions of the Plan and the Internal Revenue Code shall be final, conclusive and binding on the Claimant and the Plan, unless a timely application for a rehearing is filed as provided in Section H of these Rules, or an appeal is filed. However, the Board of Trustees may not implement and comply with any Decision that does not comply with the Internal Revenue Code or that threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code, and under such circumstances, no limitation period for the Board of Trustees to seek a rehearing of a Decision applies. A final decision may be appealed to the Maricopa County Superior Court for the State of Arizona within the periods specified in, and the manner provided by, the Arizona Revised Statutes A.R.S. § 12-901 *et seq.* and the rules adopted by the Maricopa County Superior and Appellate Courts of the State of Arizona.

F. Disability Benefit Applications

1. Disability Application. Upon presentation of a properly completed application for any of the disability pensions authorized by law, the Secretary will determine whether the Claimant has provided complete documentation supporting the Claim referenced in the application. If the information is incomplete, the Secretary shall request that the Claimant provide additional documentation and may assist the Claimant in identifying deficiencies or incomplete items in the application. The Secretary shall also obtain from the City of Glendale any documentation contained in workers' compensation records. A confidential packet of medical information on the Claimant shall be prepared for distribution to Local Fire Board members. When the Claimant's application is complete, the Claim shall be placed, as a separate item, on the agenda for a Meeting, pursuant to Section E(5) of these Rules.
2. Initial Hearing. At the initial Hearing on a Claim for disability benefits, the Local Fire Board will determine whether the medical and other documentation submitted is sufficient for the Local Fire Board to conclude that the statutory prerequisites are satisfied by the Claimant. If the statutory prerequisites are satisfied, pursuant to

A.R.S. § 38-859(A), the Local Fire Board shall direct that a medical board be appointed to conduct an examination of the Claimant and to report to the Local Fire Board the results of that examination. If the statutory prerequisites are not satisfied, the Local Fire Board may deny the Claim based on a lack of evidence, either medical or otherwise, such as the Claimant's continued work status or the Claimant's performance of a reasonable range of duties. In the alternative, the Local Fire Board may continue the Hearing on the matter to a date and time when any additional documentation requested by the Board is available.

3. Independent Medical Board. Pursuant to A.R.S. § 38-859(B), medical boards appointed pursuant to A.R.S. § 38-859(A)(2)-(5) shall be composed of a designated physician or a clinic other than a regular employee or contractee of the City of Glendale. The Local Fire Board shall review the Independent Medical Board every three (3) years unless the Local Fire Board determines a review of the Independent Medical Board should occur earlier.
4. Mental Examinations. In the event of a psychological disability application, the medical board will consist of a doctor of medicine who is a psychiatrist or has a specialty in psychiatry. The psychiatrist shall issue a report containing his/her conclusions to the Local Fire Board.
5. Prompt Hearing. If a medical board is appointed, the Secretary shall reconvene the Hearing at the first feasible Meeting after the Local Fire Board members' receipt of the medical board's report, unless the Claimant requests in writing otherwise.
6. Disability Findings. Pursuant to A.R.S. § 38-859(C), a finding of disability shall be based on medical evidence provided by the medical board appointed by the Local Fire Board. The Local Fire Board shall resolve material conflicts in the medical evidence. If required, the Local Fire Board may employ other physicians or clinics to report on special cases. With the approval of the Local Fire Board, a physician or clinic employed by the Local Fire Board may employ occupational specialists to assist the physician or clinic in rendering an opinion.
7. Approval of Disability Claim. If a Claim for disability benefits is approved by the Local Fire Board, the Secretary will obtain City of Glendale certification of the Claimant's employment termination date and indicate the determination of the Board on the disability pension on proscribed Plan forms. If the Board Secretary cannot obtain certification of the termination of the Claimant's employment within forty-five (45) days after the Local Fire Board's approval, the Claimant's application for disability benefits will be considered withdrawn. Until such time as the Claimant has terminated employment with the City of Glendale, the Local Fire Board shall not consider any further Claim by the Claimant for disability benefits.

8. Denial of Disability Claim. If a Claim for disability benefits is denied by the Local Fire Board, and the Claimant is not present at the Meeting, the Secretary will notify the Claimant in writing by certified mail of the Decision of the Board, the reasons for the Decision, and the Claimant's rights to a Rehearing.

G. Reexamination of Disability Recipients

1. Catastrophic Disability Benefits Pursuant to A.R.S. § 38-844(F)
 - a. Sixty (60) months after approval of a Catastrophic Disability, the Local Fire Board must undertake a re-evaluation of a Member receiving catastrophic disability benefits to determine whether the Member remains qualified for such benefits, as specified in A.R.S. § 38-844(F).
 - b. After the initial sixty (60) month review, the Local Fire Board is empowered to undertake an annual reevaluation of Members receiving catastrophic disability benefits, who, had they remained in employment, would not have attained 25 years of service.
 - c. On an on-going basis, the Secretary will prepare a list of Members receiving catastrophic disability benefits who may be required to undergo an annual reevaluation pursuant to Section G(1)(b) of these Rules.
 - d. At the direction of the Chair, a Subcommittee of the two elected members of the Local Fire Board shall review the list of Members prepared pursuant to Section G(1)(c), and report the Subcommittee's recommendations regarding medical reevaluation of such Members to the Local Fire Board.
 - e. The Secretary shall place the issue of re-examination of a Member receiving catastrophic disability benefits on an appropriate Meeting agenda as a separate item.
2. Accidental and Ordinary Disability Benefits Pursuant to A.R.S. § 38-844(E).
 - a. In its discretion, the Local Fire Board may require Members receiving accidental or ordinary disability benefits to undergo an annual medical examination to determine whether they are still disabled and therefore, qualified for continued disability benefits.
 - b. On an on-going basis, the Secretary will prepare a list of Members receiving accidental and ordinary disability benefits who may be required to undergo an annual medical reevaluation pursuant to Section G(2)(a) of these Rules.

- c. At the direction of the Chair, a Subcommittee of the two elected Members of the Local Fire Board shall review the list of Members prepared pursuant to Section G(2)(b), and report the Subcommittee's recommendations regarding medical reevaluation of such Members to the Local Fire Board.

3. Medical Boards Appointed Pursuant to A.R.S. § 38-859.

- a. The Local Fire Board shall appoint a medical board to examine any Member required to obtain, or selected for, reevaluation pursuant to Sections G(1), (2) of these Rules. If the Member refuses to submit to the medical board reevaluation, the Member's disability shall be considered to have ceased and the Member's disability pension terminated.
- b. A formal report of the medical board on the results of the reevaluations referenced in Section G(3)(a) above shall be submitted to the Local Fire Board. The Local Fire Board shall review any such report at the first scheduled Meeting after receipt of the report, and shall take any action warranted, as permitted by the relevant statutes.

H. Rehearings

1. Application for Rehearing.

- a. A Claimant's application for Rehearing must be filed within sixty (60) days after the Claimant receives notification of the Initial Decision by certified mail, by attending the Meeting at which the Initial Decision is rendered, or by receiving benefits from the Plan pursuant to the Initial Decision, whichever occurs first.
- b. The Board of Trustees's application for Rehearing must be filed within sixty (60) days after the Board of Trustees receives a copy of the Initial Decision by certified mail.

2. Rehearings Granted. The Local Fire Board will conduct a Rehearing of any matter upon proper and timely application by a Claimant or the Board of Trustees, pursuant to A.R.S. Section 38-847(H).

3. Preparation of Preliminary Record. Upon receipt of a proper and timely application for Rehearing, the Secretary shall prepare a packet consisting of all documents and other tangible items of evidence made available to the Local Fire Board with respect to the underlying issues. The Secretary may obtain a written transcript of any previous proceedings of the Local Fire Board in connection with the matter, for inclusion in such packet. The Rehearing packet shall be made available to Local Fire Board members and shall be provided to all Parties to the Rehearing. This packet of materials shall constitute the preliminary record for the Rehearing.

4. Scheduling of Rehearing. When the preliminary record is complete, the Secretary will schedule the Rehearing for the next scheduled Meeting or for such other date and time as may be determined but no later than 90 (ninety) days after receipt of either the Claimant's or the Board of Trustees' application/request for Rehearing. Rehearings are not subject to the time limitations set forth in Section E(5) of these Rules.
5. Local Fire Board Action on Rehearing. At or after the conclusion of the Rehearing, the Local Fire Board may vote to uphold, rescind or modify its Initial Decision.
6. Issuance of Decision on Rehearing. When a Rehearing is held, the Secretary shall forward the Decision on Rehearing, Minutes of Rehearing and other necessary communications, as provided in Section C(5)(f)-(h) of these Rules.
7. Finality. Pursuant to A.R.S. § 38-847, any Decision on Rehearing that is not inconsistent with the provisions of the Plan and the Internal Revenue Code shall be final, conclusive and binding on the Claimant and the Plan, unless a timely appeal is filed. However, the Board of Trustees may not implement and comply with any Decision on Rehearing that does not comply with the Internal Revenue Code or that threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code. A final Decision on Rehearing may be appealed to the Maricopa County Superior Court for the State of Arizona within the periods specified in and the manner provided by A.R.S. § 12-901 *et seq.* and the rules adopted by the Maricopa County Superior and Appellate Courts of the State of Arizona.

I. General Provisions Applicable to All Hearings and Rehearings

1. Review of Medical Records. The Local Fire Board shall review and discuss any confidential medical records in executive session only, unless the Claimant or Member waives the confidentiality requirement with respect to any confidential medical records by completing a confidentiality waiver.
2. Exclusion of Evidence. The Presiding Officer may preclude the presentation of argumentative, repetitious or irrelevant facts or questioning in any proceeding on a Claim.
3. Argument and Evidence. The Presiding Officer shall rule on all evidentiary or procedural objections. Each Party is entitled to make an opening statement. The Party with the burden of proof shall begin the presentation of evidence, unless the Parties otherwise agree or the Presiding Officer determines that another order would be more expeditious or appropriate and would result in no material prejudice. The Presiding Officer shall determine the order of witness examinations, which shall be such as will expedite the Hearing or

Rehearing and insure the proceeding is fair. The Presiding Officer may, but is not required to, administer oaths to witnesses and each Party. Each Party is entitled to present a closing argument in the order determined by the Presiding Officer. Each Party is entitled to be represented by counsel, submit evidence, offer arguments, and cross examine witnesses.

4. Informal Proceedings. All Hearings and Rehearings shall be conducted in an informal manner and without adherence to the rules of procedure or evidence required in judicial proceedings. The manner of conducting the Hearing or Rehearing, rulings on evidentiary or procedural objections, and the failure to adhere to rules of procedure or evidence required in judicial proceedings shall not be grounds for reversing a Decision of the Local Fire Board, provided substantial evidence supports such order or Decision.
5. Notice of the Truth of Widely-Known and Accepted Facts. The Presiding Officer may take notice of the truth of certain widely known and accepted facts, including generally recognized technical, statistical, actuarial or scientific facts within the Local Fire Board's specialized knowledge. Parties shall be notified, either before or during the Hearing or Rehearing, of any widely known and generally accepted facts noticed as true, including any staff memoranda or data. Parties shall be afforded an opportunity to contest any material so noticed. The Local Fire Board's experience, technical competence and specialized knowledge may be utilized in its evaluation of all evidence. The Local Fire Board shall be entitled to consider and rely on as true information furnished by the City of Glendale, Administrator, the Local Fire Board's independent legal counsel or the Plan's actuary.
6. Failure to Appear at Hearing. In the event a Claimant (and the Claimant's counsel, if any) fails to appear at a duly noticed Hearing or Rehearing, in its discretion, the Local Fire Board may enter a Decision by default or vacate the Hearing or Rehearing. If a witness fails to appear at a duly noticed Hearing or Rehearing, in his discretion, the Presiding Officer may exclude the witness' testimony or reschedule the Hearing or Rehearing.
7. Limitation of Issues. All Hearings and Rehearings shall be limited to matters referenced in the Claim and any request for Rehearing filed by any Party.
8. Record of Proceedings. All Hearings and Rehearings shall be recorded by electronic means and at the Local Fire Board's expense. A copy of the recorded Hearing or Rehearing will be provided to the Claimant and all other interested Parties upon request. Parties are responsible for obtaining their own transcription of a recorded Hearing or Rehearing, although the Local Fire Board may provide such a transcription in its discretion. In addition to any electronic recording of the proceedings, the Local Fire Board shall include all relevant

written records as part of the official record of the Hearing or Rehearing.

9. Evidence on Claims. The Claimant and Administrator shall be afforded equal time to state their positions.
10. Subpoenas; Depositions. To facilitate the collection and presentation of evidence with respect to any matter before the Local Fire Board, the Presiding Officer may authorize subpoenas and depositions of witnesses.
11. Consultation among Members. The Presiding Officer may consult on the record with the other members of the Local Fire Board. The Local Fire Board may consult in executive session with the Local Fire Board's legal counsel so long as all requirements of the Open Meeting Law are satisfied. The Local Fire Board may also go into executive session for any lawful reason, including the need to preserve the confidentiality of medical information. However, all Decisions of the Local Fire Board shall be made in open, public session of the Local Fire Board.
12. Bifurcation of Issues/Hearing. In connection with any Claim, the Presiding Officer is empowered to bifurcate (*i.e.*, separate into two or more) issues presented to the Local Fire Board for resolution, or set multiple Hearings or Rehearings in a single case.
13. Submission of Evidence. The Claimant must submit to the Secretary within ten (10) working days of the Hearing or Rehearing any documents the Claimant wishes to introduce into the record, including doctor reports and other written evidence. Documents received by the Secretary less than ten (10) working days before a Hearing or Rehearing may cause a delay in the Hearing or Rehearing. Information and documents presented on the date of the Hearing or Rehearing will be reason for the Presiding Officer to call for a motion to continue the Hearing or Rehearing to a later date.
14. Public Participation. The Open Meeting Law governs public participation in Hearings and Rehearings.
15. No Rehearing on Remand. A Hearing before the Local Fire Board on a matter remanded from the Maricopa County Superior Court is not subject to a Rehearing before the Local Fire Board. However, the Local Fire Board may consider new evidence or review items remanded by the Maricopa County Superior Court.

The undersigned Chair and Secretary of the City of Glendale Local Fire Board certify that the foregoing Rules were duly adopted by the Board at a meeting duly called and held on the date specified below.

Charles Erickson, Board Chair

February 27, 2019

Dated

Jim Brown, Board Secretary

February 27, 2019

Dated

**City of Glendale
Public Safety Personnel Retirement System
Local Police Board Rules
Adopted Pursuant to A.R.S. § 38-847(F)**

**Adopted by the City of Glendale Local Police Board at a public meeting
held on February 27, 2019**

A. Definitions

1. “A.R.S.” means Arizona Revised Statutes.
2. “Administrator” means the Administrator of the Plan (including any persons authorized by the Administrator to act for the Administrator) acting for the benefit of the Board of Trustees as more particularly described in A.R.S. § 38-848(L).
3. “Board of Trustees” has the meaning ascribed to that term in A.R.S. § 38-842(8).
4. “Claim” means any request for relief under the Plan involving all questions of eligibility and service credits, which is properly before a Local Police Board for Decision, pursuant to A.R.S. § 38-847(D).
5. “Claimant” has the meaning ascribed to that term in A.R.S. § 38-842(11).
6. “Decision” means (i) a separate written document setting forth the Local Police Board’s action resolving a Claim; or (ii) any orders issued by the Local Police Board relating to a Claim, including orders denying a request for Rehearing or further relief. As required by A.R.S. § 38-847(G), a Decision shall contain, at a minimum, (a) the name of the member affected by the Local Police Board’s action; (b) a description of the action taken; and (c) an explanation of the reasons supporting the Local Police Board’s action.
7. “Decision on Rehearing” means a Decision issued by the Local Police Board after a Rehearing.
8. “Employee” has the meaning ascribed to that term in A.R.S. § 38-842(27).
9. “Employer” has the meaning ascribed to that term in A.R.S. § 38-842(28) and means the City of Glendale.

10. “Hearing” means the Local Police Board’s initial public Meeting concerning a Claim, which is conducted in accordance with the Open Meeting Law and these Rules.
11. “Initial Decision” means the first Decision on a Claim issued by the Local Police Board.
12. “Local Police Board” means the public body described in A.R.S. § 38-847.
13. “Meeting” is a gathering of a quorum of the Local Police Board to conduct business and to hold Hearings and/or Rehearings, which is conducted in accordance with the Open Meeting Law and these Rules.
14. “Member” has the meaning ascribed to that term in A.R.S. § 38-842(31).
15. “Minutes” means the written official record of the proceedings, including the testimony of witnesses.
16. “Non-Routine Claim” means any Claim that is not a Routine Claim, including, but not limited to, Claims for the following: (i) a “killed in the line of duty” survivor pension; (ii) an accidental disability pension; (iii) a catastrophic disability pension; (iv) an ordinary disability pension; (v) a temporary disability pension; or (vi) determinations for plan membership concerning whether the Employee is or was regularly assigned to hazardous duty.
17. “Notice” means a written Notice of Hearing or Rehearing, as applicable, which includes, at minimum: (i) a statement of the time, place and nature of the Hearing or Rehearing; (ii) a statement of the legal authority and jurisdiction under which the Local Police Board will be conducting the Hearing or Rehearing; (iii) a reference to the particular section(s) of the Arizona Revised Statutes (and/or any other applicable rules) involved in the particular matter presented for Decision; and (iv) a short and plain statement of the matters asserted by the Claimant or issues to be considered at the Hearing or Rehearing.
18. “Open Meeting Law” is the body of laws described in Title 38, Ch. 3, Article 3.1 of the Arizona Revised Statutes, which requires that public bodies, such as the Local Police Board, hold its meetings and conduct its activities in public, except in those limited circumstances described in A.R.S. § 38-431.03.
19. “Party or Parties” means the Claimant, Local Police Board and Board of Trustees.
20. “Plan” or “PSPRS” means the Public Safety Personnel Retirement System, as described in A.R.S. § 38-841 *et seq.*

21. “Pre-Membership Physical” means a medical examination of an Employee before the Employee joins the Plan, for the purpose of identifying physical or mental conditions or injuries, which existed or occurred prior to the Employee’s date of membership in the Plan, pursuant to A.R.S. § 38-859(A)(1).
22. “Presiding Officer” means the Chair or Acting Chair of the Local Police Board, who presides over any Meeting, Hearing or Rehearing.
23. “Rehearing” means a public Meeting before the Local Police Board that is conducted in accordance with the Open Meeting Law and these Rules, to consider a Claimant’s or the Board of Trustee’s request that the Local Police Board reconsider its Initial Decision, as provided by A.R.S. § 38-847(H).
24. “Routine Claim” means a Claim for any of the following: (i) a normal retirement pension; (ii) an early retirement pension; (iii) a normal survivor pension; (iv) a determination of eligibility for Plan membership other than that involving whether the Employee is or was regularly assigned to hazardous duty; (v) a survivor’s pension that is not a “killed in the line of duty” survivor’s pension; (vi) request for service credit; and (vii) initiation or termination of Deferred Retirement Option Plan participation.
25. “Rules” means these Rules authorized by A.R.S. § 38-847(F).
26. “Secretary” means the person so designated by the Local Police Board pursuant to A.R.S. § 38-847(M), who is charged with keeping a record and preparing agendas, Minutes and Decisions of all Hearings and Rehearings of the Local Police Board.
27. “Subcommittee” means a group of no more than two Local Police Board members appointed by the Board Chair to undertake Local Police Board business.

B. Purpose and Scope of Procedures

1. Board Responsibility. Pursuant to A.R.S. § 38-847(D), the Local Police Board is responsible for deciding all questions of eligibility and service credits, and determining the amount, manner and time of payment of any benefits under the Plan. The Board of Trustees cannot pay any benefits under the Plan without the direction and approval of the Local Police Board.
2. Scope. These Rules govern all Claims before the Local Police Board for Decision, effective for any Claims brought, and any Hearing and Rehearing held, after the effective date of adoption of these Rules by the Local Police Board. If PSPRS promulgates revised Model Rules for Local Boards and a conflict exists with these Rules, the revised Model Rules shall prevail.

3. Conflict. These Rules are authorized by A.R.S. § 38-847(F) and supplement all authority of the Local Police Board specified in that statute. Should any of these Rules conflict with any provision of A.R.S. § 38-847, Revised Model PSPRS Rules or any other Arizona law, the provisions of Arizona law shall control.
4. Amendment. These Rules may be amended by a majority vote of the Police Board at a public meeting.

C. Composition of the Board and Conduct of Meetings

1. Composition. The membership of the Local Police Board is set forth in A.R.S. § 38-847(A).
2. Chair. The provisions for electing a Chair are found in A.R.S. § 38-847(A). The Mayor or a designee shall serve as Chair of the Local Police Board.
3. Secretary. Pursuant to A.R.S. § 38-847(M), the Local Police Board shall designate a Secretary who may, but need not, be a member of the Local Police Board. If a vacancy occurs for the Secretary, the Local Police Board shall designate a new Secretary at the next Local Police Board meeting after the vacancy occurs.
4. Quorum. A quorum consists of a majority of the statutory membership of the Local Police Board. A.R.S. § 1-216(B). For a Local Police Board comprised of five (5) members, a quorum for the purpose of doing any business is generally three (3) members.
5. Meetings, Minutes and Decisions. Meetings are generally held on the fourth Wednesday of the month from January through October and the third Wednesday of the month in November and December, but can be held at any time upon the call of the Chair, any two members of the Local Police Board, or the Secretary of the Local Police Board, with appropriate notice to the members of the Local Police Board and the public. The Local Police Board shall meet at least twice a year.
 - a. Meetings are held at Glendale City Hall, 5850 W. Glendale Ave., Glendale, AZ 85301, 4th Floor Conference Room.
 - b. The Secretary shall provide an agenda to the Local Police Board members in advance of any Meeting, describing the business to be addressed at such Meeting. The content of the agenda shall comply with the Open Meeting Law.
 - c. Notice of all Meetings of the Local Police Board shall be given, and all Meetings and any executive sessions shall be conducted, in conformance with the Open Meeting Law.

- d. Provided the quorum is met, a majority vote of Local Police Board members present and eligible to vote shall govern any action taken.
 - e. Local Police Board members not present in person may attend by telephone or other electronic means permitting meaningful participation in accordance with the Open Meeting Law.
 - f. The Secretary shall cause appropriate Minutes to be taken of Local Police Board Meetings, and an electronic recording may be made of Meetings to facilitate preparation of such Minutes.
 - g. Such electronic recording will be maintained in accordance with the City of Glendale's record retention schedule.
 - h. The Secretary shall forward to the Board of Trustees (in care of the Administrator) a copy of each Local Police Board meeting minutes which include the Decision(s) on a Claim no later than twenty (20) business days after the Local Police Board takes action on such Claim, pursuant to A.R.S. § 38-847(G). Decisions shall be sent by certified mail to the Administrator as required by A.R.S. § 38-847(H)(2). As required by A.R.S. § 38-847(G), a Decision shall contain, at minimum: (i) the name of the member affected by the Local Police Board's action; (ii) a description of the action taken; and (iii) an explanation of the reasons supporting the Local Police Board's action, and (iv) all documents submitted to the Local Police Board for the action taken including the reports of a medical board.
 - i. Unless the Claimant is present at a Meeting at which the Local Police Board announces its Decision on a Claim, at the same time that the Secretary forwards the Decision to the Administrator, the Secretary shall forward the Local Police Board's Decision to the Claimant via certified mail, pursuant to A.R.S. § 38-847(H)(1).
 - j. The Secretary shall forward all other Minutes to the Board of Trustees, in care of the Administrator, within twenty (20) days after each Local Police Board Meeting, and forward all necessary communications to the Board of Trustees, in care of the Administrator, pursuant to A.R.S. § 38-847(M).
6. Documentation. In a location separate from any Personnel or Department files, the Local Police Board Secretary shall maintain files for each Claimant, containing public and confidential documents presented to the Local Police Board.
7. Parliamentary Procedure. In matters of procedure not covered by law or these rules and where no conflict exists, the Local Police Board shall be guided by Robert's Rules of Order.

8. Independent Legal Counsel. In accordance with A.R.S. § 38-847(N), the Local Police Board shall be represented by independent legal counsel who shall be independent of the City of Glendale and any employee organization or member. Independent legal counsel shall be selected in accordance with the City Attorney's procurement for selecting Outside Legal Services. Independent legal counsel shall be paid by the City of Glendale.

D. Pre-Membership Physical

1. Examination. Pursuant to A.R.S. § 38-859(A)(1), the Local Police Board shall contract with a physician or clinic to conduct a Pre-Membership Physical of Employees, for the purpose of identifying physical or mental conditions or injuries, which existed or occurred prior to an Employee's date of membership in the Plan. The physician or clinic conducting a Pre-Membership Physical may be the regular employee or contractee of the City of Glendale.
2. Appointment. The City of Glendale or the Secretary shall coordinate appointments for the Employee's Pre-Membership Physical.
3. Report. The physician or clinic retained to conduct an Employee's Pre-Membership Physical shall provide a written report of the results of the Pre-Membership Physical to the Secretary within 10 days after the examination. The Secretary shall file the report as a permanent record, as required by A.R.S. § 38- 859(E).
4. No Pre-Existing Condition. If the physician or clinic's report on an Employee with respect to his pre-membership condition concludes that the Employee has no pre-existing condition, the Secretary shall file the report as a permanent record, as required by A.R.S. § 38-859(E).
5. Finding of Pre-Existing Condition. If the physician or clinic's report on an Employee with respect to his pre-membership condition concludes that the Employee has a pre-existing condition:
 - a. The Secretary shall notify the Employee that the physician or clinic has reported that the Employee has a pre-existing condition. The Employee shall have 30 days to submit additional documentation or comments to the Secretary before the physician or clinic's report is placed on an agenda for the Local Police Board's consideration.
 - b. Reports concerning an Employee's pre-existing condition shall be placed on the Meeting agenda for recognition by the Local Police Board.

- c. The Secretary shall provide the Local Police Board with any additional documentation or comments submitted by an Employee regarding a physician or clinic's conclusion that an Employee has a pre-existing condition.
- d. The Local Police Board shall review the physician or clinic's report and any additional documentation submitted by the Employee at a Meeting. After review of the relevant documents, the Local Police Board will take any action the Local Police Board deems necessary and appropriate.
- e. The Secretary shall file all reports concerning an Employee's pre-existing condition(s) as a permanent record, as required by A.R.S. § 38-859(E), along with any additional documentation and comments provided by the Employee, and appropriate records of any actions or determinations by the Local Police Board with respect to the same. In the event a Member whose Pre-Membership Physical revealed a pre-existing condition applies for an accidental, catastrophic, ordinary, or temporary disability pension, all such documentation related to the Member's pre-existing condition will be presented to the Local Police Board. If the Local Police Board determines that a Member's disability resulted from a physical or mental condition or injury, which existed or occurred prior to the Member's date of membership in the Plan, the Member shall not qualify for an accidental, catastrophic, ordinary, or temporary disability pension.

E. Initial Decision

- 1. Submitting Claims. A Claimant may request that the Local Police Board issue an Initial Decision by presenting an application for benefits or service credit to the Secretary, using the prescribed Plan forms.
- 2. Content of Claims. If desired, a Claimant may supplement the application for benefits or service credit by submitting a letter to the Secretary. In order for any supplemental letter to be considered by the Local Police Board, such letter shall set forth: (i) the name and address of the Claimant; (ii) the name and address of the Claimant's attorney, if applicable; (iii) a brief statement of the facts forming the basis of the Claim, including any evidence relevant to the Local Police Board's Decision on the Claim; and (iv) the precise relief sought by the Claimant from the Local Police Board.
- 3. Routine Claims; Consent Agenda. The Local Police Board may authorize its Secretary to determine whether a Claim is to be treated by the Local Police Board as Routine or as Non-Routine, and to present Routine Claims as a "Consent Agenda" item. Ordinarily, the Secretary does not provide Notice of a Hearing to Claimants for Routine Claims on the Consent Agenda, because the Local Police Board generally approves Consent Agenda items summarily. If a Routine Claim on the

Consent Agenda warrants discussion by the Local Police Board, the Claim may be deferred to a future Hearing in order to provide Notice to the Claimant.

4. Non-Routine Claims. All Non-Routine Claims are subject to this Section E concerning an Initial Decision. However, more detailed procedures for certain Non-Routine Claims, specifically disability benefit applications and reexamination of disability recipients, are set forth in Sections F and G of these Rules. Other Non-Routine Claims shall be placed on the agenda for consideration by the Local Police Board, after appropriate Notice to the Claimant.
5. Deadline for Scheduling a Hearing on Routine and Non-Routine Claims.
 - a. Hearings are held at Meetings as provided by Section C(5) of these Rules.
 - b. Unless the Claimant and all other parties to the Claim otherwise agree, the Local Police Board shall commence a Hearing on a Routine or Non-Routine Claim within ninety (90) days of its receipt of a Claim, pursuant to A.R.S. § 38-847(D)(3).
 - c. If the Local Police Board does not commence a Hearing on a Claim within ninety (90) days of its receipt of the Claim:
 - i. The Claimant shall notify the Administrator and Secretary by letter sent by certified mail that the Local Police Board has failed to convene a Hearing within ninety (90) days of the filing of a Claim.
 - ii. As provided by A.R.S. § 38-847(D)(3), the relief demanded by the Claimant is deemed granted and approved by the Local Police Board. The granting and approval of this relief is considered final and binding unless a timely request for Rehearing or appeal is made, or unless the Board of Trustees determines that granting the relief requested would violate the Internal Revenue Code or threaten to impair the Plan's status as a qualified plan under the Internal Revenue Code. If the Board of Trustees determines that granting the requested relief would violate the Internal Revenue Code or threaten to impair the Plan's status as a qualified plan, the Board of Trustees may refuse to grant the relief by issuing a written determination, sent certified mail to the Local Police Board and the Claimant. The written determination issued by the Board of Trustees is subject to judicial review pursuant to Title 12, Chap. 7, Article 6.
 - iii. As provided in A.R.S. § 38-847(H), the Board of Trustees may request a Rehearing within sixty (60)

days after receiving notice from the Claimant by letter sent by certified mail that the Local Police Board has failed to convene a Hearing within ninety (90) days of the filing of a Claim. However, if the relief deemed granted and approved by the Local Police Board violates the Internal Revenue Code or threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code, no limitation period for the Board of Trustees to seek a Rehearing applies.

6. Issuance of Decision. When a Hearing is held within the deadlines set forth in Section E(5) of these Rules, the Secretary shall forward the Decision, Minutes and other necessary communications, as provided in Section C(5)(f)-(j) of these Rules.
7. Finality of Decision. Pursuant to A.R.S. § 38-847, any Decision that is not inconsistent with the provisions of the Plan and the Internal Revenue Code shall be final, conclusive and binding on the Claimant and the Plan, unless a timely application for a rehearing is filed as provided in Section H of these Rules, or an appeal is filed. However, the Board of Trustees may not implement and comply with any Decision that does not comply with the Internal Revenue Code or that threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code, and under such circumstances, no limitation period for the Board of Trustees to seek a rehearing of a Decision applies. A final decision may be appealed to the Maricopa County Superior Court for the State of Arizona within the periods specified in, and the manner provided by, the Arizona Revised Statutes A.R.S. § 12-901 *et seq.* and the rules adopted by the Maricopa County Superior and Appellate Courts of the State of Arizona.

F. Disability Benefit Applications

1. Disability Application. Upon presentation of a properly completed application for any of the disability pensions authorized by law, the Secretary will determine whether the Claimant has provided complete documentation supporting the Claim referenced in the application. If the information is incomplete, the Secretary shall request that the Claimant provide additional documentation and may assist the Claimant in identifying deficiencies or incomplete items in the application. The Secretary shall also obtain from the City of Glendale any documentation contained in workers' compensation records. A confidential packet of medical information on the Claimant shall be prepared for distribution to Local Police Board members. When the Claimant's application is complete, the Claim shall be placed, as a separate item, on the agenda for a Meeting, pursuant to Section E(5) of these Rules.
2. Initial Hearing. At the initial Hearing on a Claim for disability benefits, the Local Police Board will determine whether the medical and other documentation submitted is sufficient for the Local Police Board to

conclude that the statutory prerequisites are satisfied by the Claimant. If the statutory prerequisites are satisfied, pursuant to A.R.S. § 38-859(A), the Local Police Board shall direct that a medical board be appointed to conduct an examination of the Claimant and to report to the Local Police Board the results of that examination. If the statutory prerequisites are not satisfied, the Local Police Board may deny the Claim based on a lack of evidence, either medical or otherwise, such as the Claimant's continued work status or the Claimant's performance of a reasonable range of duties. In the alternative, the Local Police Board may continue the Hearing on the matter to a date and time when any additional documentation requested by the Board is available.

3. Independent Medical Board. Pursuant to A.R.S. § 38-859(B), medical boards appointed pursuant to A.R.S. § 38-859(A)(2)-(5) shall be composed of a designated physician or a clinic other than a regular employee or contractee of the City of Glendale. The Local Police Board shall review the Independent Medical Board every three (3) years unless the Local Police Board determines a review of the Independent Medical Board should occur earlier.
4. Mental Examinations. In the event of a psychological disability application, the medical board will consist of a doctor of medicine who is a psychiatrist or has a specialty in psychiatry. The psychiatrist shall issue a report containing his/her conclusions to the Local Police Board.
5. Prompt Hearing. If a medical board is appointed, the Secretary shall reconvene the Hearing at the first feasible Meeting after the Local Police Board members' receipt of the medical board's report, unless the Claimant requests in writing otherwise.
6. Disability Findings. Pursuant to A.R.S. § 38-859(C), a finding of disability shall be based on medical evidence provided by the medical board appointed by the Local Police Board. The Local Police Board shall resolve material conflicts in the medical evidence. If required, the Local Police Board may employ other physicians or clinics to report on special cases. With the approval of the Local Police Board, a physician or clinic employed by the Local Police Board may employ occupational specialists to assist the physician or clinic in rendering an opinion.
7. Approval of Disability Claim. If a Claim for disability benefits is approved by the Local Police Board, the Secretary will obtain City of Glendale certification of the Claimant's employment termination date and indicate the determination of the Board on the disability pension on proscribed Plan forms. If the Board Secretary cannot obtain certification of the termination of the Claimant's employment within forty-five (45) days after the Local Police Board's approval, the Claimant's application for disability benefits will be considered withdrawn. Until such time as the Claimant has terminated employment with the City

of Glendale, the Local Police Board shall not consider any further Claim by the Claimant for disability benefits.

8. Denial of Disability Claim. If a Claim for disability benefits is denied by the Local Police Board, and the Claimant is not present at the Meeting, the Secretary will notify the Claimant in writing by certified mail of the Decision of the Board, the reasons for the Decision, and the Claimant's rights to a Rehearing.

G. Reexamination of Disability Recipients

1. Catastrophic Disability Benefits Pursuant to A.R.S. § 38-844(F)
 - a. Sixty (60) months after approval of a Catastrophic Disability, the Local Police Board must undertake a re-evaluation of a Member receiving catastrophic disability benefits to determine whether the Member remains qualified for such benefits, as specified in A.R.S. § 38-844(F).
 - b. After the initial sixty (60) month review, the Local Police Board is empowered to undertake an annual reevaluation of Members receiving catastrophic disability benefits, who, had they remained in employment, would not have attained 25 years of service.
 - c. On an on-going basis, the Secretary will prepare a list of Members receiving catastrophic disability benefits who may be required to undergo an annual reevaluation pursuant to Section G(1)(b) of these Rules.
 - d. At the direction of the Chair, a Subcommittee of the two elected members of the Local Police Board shall review the list of Members prepared pursuant to Section G(1)(c), and report the Subcommittee's recommendations regarding medical reevaluation of such Members to the Local Police Board.
 - e. The Secretary shall place the issue of re-examination of a Member receiving catastrophic disability benefits on an appropriate Meeting agenda as a separate item.
2. Accidental and Ordinary Disability Benefits Pursuant to A.R.S. § 38-844(E).
 - a. In its discretion, the Local Police Board may require Members receiving accidental or ordinary disability benefits to undergo an annual medical examination to determine whether they are still disabled and therefore, qualified for continued disability benefits.
 - b. On an on-going basis, the Secretary will prepare a list of Members receiving accidental and ordinary disability benefits

who may be required to undergo an annual medical reevaluation pursuant to Section G(2)(a) of these Rules.

- c. At the direction of the Chair, a Subcommittee of the two elected Members of the Local Police Board shall review the list of Members prepared pursuant to Section G(2)(b), and report the Subcommittee's recommendations regarding medical reevaluation of such Members to the Local Police Board.

3. Medical Boards Appointed Pursuant to A.R.S. § 38-859.

- a. The Local Police Board shall appoint a medical board to examine any Member required to obtain, or selected for, reevaluation pursuant to Sections G(1), (2) of these Rules. If the Member refuses to submit to the medical board reevaluation, the Member's disability shall be considered to have ceased and the Member's disability pension terminated.
- b. A formal report of the medical board on the results of the reevaluations referenced in Section G(3)(a) above shall be submitted to the Local Police Board. The Local Police Board shall review any such report at the first scheduled Meeting after receipt of the report, and shall take any action warranted, as permitted by the relevant statutes.

H. Rehearings

1. Application for Rehearing.

- a. A Claimant's application for Rehearing must be filed within sixty (60) days after the Claimant receives notification of the Initial Decision by certified mail, by attending the Meeting at which the Initial Decision is rendered, or by receiving benefits from the Plan pursuant to the Initial Decision, whichever occurs first.
- b. The Board of Trustees's application for Rehearing must be filed within sixty (60) days after the Board of Trustees receives a copy of the Initial Decision by certified mail.

2. Rehearings Granted. The Local Police Board will conduct a Rehearing of any matter upon proper and timely application by a Claimant or the Board of Trustees, pursuant to A.R.S. Section 38-847(H).

3. Preparation of Preliminary Record. Upon receipt of a proper and timely application for Rehearing, the Secretary shall prepare a packet consisting of all documents and other tangible items of evidence made available to the Local Police Board with respect to the underlying issues. The Secretary may obtain a written transcript of any previous proceedings of the Local Police Board in connection with

the matter, for inclusion in such packet. The Rehearing packet shall be made available to Local Police Board members and shall be provided to all Parties to the Rehearing. This packet of materials shall constitute the preliminary record for the Rehearing.

4. Scheduling of Rehearing. When the preliminary record is complete, the Secretary will schedule the Rehearing for the next scheduled Meeting or for such other date and time as may be determined but no later than 90 (ninety) days after receipt of either the Claimant's or the Board of Trustees' application/request for Rehearing. Rehearings are not subject to the time limitations set forth in Section E(5) of these Rules.
5. Local Police Board Action on Rehearing. At or after the conclusion of the Rehearing, the Local Police Board may vote to uphold, rescind or modify its Initial Decision.
6. Issuance of Decision on Rehearing. When a Rehearing is held, the Secretary shall forward the Decision on Rehearing, Minutes of Rehearing and other necessary communications, as provided in Section C(5)(f)-(h) of these Rules.
7. Finality. Pursuant to A.R.S. § 38-847, any Decision on Rehearing that is not inconsistent with the provisions of the Plan and the Internal Revenue Code shall be final, conclusive and binding on the Claimant and the Plan, unless a timely appeal is filed. However, the Board of Trustees may not implement and comply with any Decision on Rehearing that does not comply with the Internal Revenue Code or that threatens to jeopardize the Plan's status as a qualified plan under the Internal Revenue Code. A final Decision on Rehearing may be appealed to the Maricopa County Superior Court for the State of Arizona within the periods specified in and the manner provided by A.R.S. § 12-901 *et seq.* and the rules adopted by the Maricopa County Superior and Appellate Courts of the State of Arizona.

I. General Provisions Applicable to All Hearings and Rehearings

1. Review of Medical Records. The Local Police Board shall review and discuss any confidential medical records in executive session only, unless the Claimant or Member waives the confidentiality requirement with respect to any confidential medical records by completing a confidentiality waiver.
2. Exclusion of Evidence. The Presiding Officer may preclude the presentation of argumentative, repetitious or irrelevant facts or questioning in any proceeding on a Claim.
3. Argument and Evidence. The Presiding Officer shall rule on all evidentiary or procedural objections. Each Party is entitled to make an opening statement. The Party with the burden of proof shall begin the presentation of evidence, unless the Parties otherwise

agree or the Presiding Officer determines that another order would be more expeditious or appropriate and would result in no material prejudice. The Presiding Officer shall determine the order of witness examinations, which shall be such as will expedite the Hearing or Rehearing and insure the proceeding is fair. The Presiding Officer may, but is not required to, administer oaths to witnesses and each Party. Each Party is entitled to present a closing argument in the order determined by the Presiding Officer. Each Party is entitled to be represented by counsel, submit evidence, offer arguments, and cross examine witnesses.

4. Informal Proceedings. All Hearings and Rehearings shall be conducted in an informal manner and without adherence to the rules of procedure or evidence required in judicial proceedings. The manner of conducting the Hearing or Rehearing, rulings on evidentiary or procedural objections, and the failure to adhere to rules of procedure or evidence required in judicial proceedings shall not be grounds for reversing a Decision of the Local Police Board, provided substantial evidence supports such order or Decision.
5. Notice of the Truth of Widely-Known and Accepted Facts. The Presiding Officer may take notice of the truth of certain widely known and accepted facts, including generally recognized technical, statistical, actuarial or scientific facts within the Local Police Board's specialized knowledge. Parties shall be notified, either before or during the Hearing or Rehearing, of any widely known and generally accepted facts noticed as true, including any staff memoranda or data. Parties shall be afforded an opportunity to contest any material so noticed. The Local Police Board's experience, technical competence and specialized knowledge may be utilized in its evaluation of all evidence. The Local Police Board shall be entitled to consider and rely on as true information furnished by the City of Glendale, Administrator, the Local Police Board's independent legal counsel or the Plan's actuary.
6. Failure to Appear at Hearing. In the event a Claimant (and the Claimant's counsel, if any) fails to appear at a duly noticed Hearing or Rehearing, in its discretion, the Local Police Board may enter a Decision by default or vacate the Hearing or Rehearing. If a witness fails to appear at a duly noticed Hearing or Rehearing, in his discretion, the Presiding Officer may exclude the witness' testimony or reschedule the Hearing or Rehearing.
7. Limitation of Issues. All Hearings and Rehearings shall be limited to matters referenced in the Claim and any request for Rehearing filed by any Party.
8. Record of Proceedings. All Hearings and Rehearings shall be recorded by electronic means and at the Local Police Board's expense. A copy of the recorded Hearing or Rehearing will be provided to the Claimant and all other interested Parties upon

request. Parties are responsible for obtaining their own transcription of a recorded Hearing or Rehearing, although the Local Police Board may provide such a transcription in its discretion. In addition to any electronic recording of the proceedings, the Local Police Board shall include all relevant written records as part of the official record of the Hearing or Rehearing.

9. Evidence on Claims. The Claimant and Administrator shall be afforded equal time to state their positions.
10. Subpoenas; Depositions. To facilitate the collection and presentation of evidence with respect to any matter before the Local Police Board, the Presiding Officer may authorize subpoenas and depositions of witnesses.
11. Consultation among Members. The Presiding Officer may consult on the record with the other members of the Local Police Board. The Local Police Board may consult in executive session with the Local Police Board's legal counsel so long as all requirements of the Open Meeting Law are satisfied. The Local Police Board may also go into executive session for any lawful reason, including the need to preserve the confidentiality of medical information. However, all Decisions of the Local Police Board shall be made in open, public session of the Local Police Board.
12. Bifurcation of Issues/Hearing. In connection with any Claim, the Presiding Officer is empowered to bifurcate (*i.e.*, separate into two or more) issues presented to the Local Police Board for resolution, or set multiple Hearings or Rehearings in a single case.
13. Submission of Evidence. The Claimant must submit to the Secretary within ten (10) working days of the Hearing or Rehearing any documents the Claimant wishes to introduce into the record, including doctor reports and other written evidence. Documents received by the Secretary less than ten (10) working days before a Hearing or Rehearing may cause a delay in the Hearing or Rehearing. Information and documents presented on the date of the Hearing or Rehearing will be reason for the Presiding Officer to call for a motion to continue the Hearing or Rehearing to a later date.
14. Public Participation. The Open Meeting Law governs public participation in Hearings and Rehearings.
15. No Rehearing on Remand. A Hearing before the Local Police Board on a matter remanded from the Maricopa County Superior Court is not subject to a Rehearing before the Local Police Board. However, the Local Police Board may consider new evidence or review items remanded by the Maricopa County Superior Court.

The undersigned Chair and Secretary of the City of Glendale Local Police Board certify that the foregoing Rules were duly adopted by the Board at a meeting duly called and held on the date specified below.

Charles Erickson, Board Chair

February 27, 2019

Dated

Jim Brown, Board Secretary

February 27, 2019

Dated

 City of Scottsdale	Human Resources Department Standard Operating Procedure <i>PSPRS Local Boards</i> <i>(Fire and Police)</i>	SOP #	1.1.1
		Revision #	3
		Implementation Date	April 24, 2017
Page #	1 of 6	Last Reviewed/Update Date	July 17, 2019
Name of Section/Function	Staffing Services / Public Safety HR / PSPRS Board Secretary	Approval	Donna Brown

1. Purpose

To provide consistent and efficient administrative support to the local boards of the Public Safety Retirement System.

2. Responsibilities

The Senior Human Resources Analyst (local board secretary) in Public Safety and Senior Human Resources Analyst in HR/Benefits (Sr Benefits Analyst) are responsible for providing administrative assistance to the local board which includes but is not limited to scheduling local board meetings, researching pension issues and assisting employees entering into the DROP program or retiring under normal retirement or through disability from the system.

3. Procedure

Local Board Process

- A. **Meeting Schedule** – Local board meetings are scheduled for every third Thursday of the month unless prevented by a holiday. If that occurs, the meetings will be on the fourth Thursday of the month. Local board secretary sends meeting request for the calendar year to the members for each board.
- B. **Agenda** – The local board secretary develops the board agenda each month for each local board with Sr. Benefits Analyst input based on inductions, DROP applications, retirements, service transfers and special items requested by the Board.
- C. **Motion Guide** – The local board secretary prepares a motion guide based on agenda to assist the board members with voting during the meeting.
- D. **Meeting Packet** – The local board secretary emails meeting packet material, which includes agenda and draft meeting minutes (in Word format), 7 days prior to meeting (Thursday before) along with reminder of meeting (BCC: all board members, board attorney CC:, eScribers and Sr. Benefits Analyst). The exception to this is for IME reports for disability retirements, the material must be sent to Board members for review 10 business days prior to the meeting.
Per the February 22nd, 2016 Boards and Commissions Annual Refresher meeting, the PSPRS local board meetings are exempt from posting meeting packets.
- E. **Posting** – The local board secretary posts agenda and adds calendar event on the City of Scottsdale website by Thursday prior to meeting using Council Boards & Commission Document Posting Procedure document and AR 121 – Legal Postings which have instructions and guidelines for posting. Agenda must be posted 5 business days prior to the meeting.

 City of Scottsdale	Human Resources Department Standard Operating Procedure PSPRS Local Boards (Fire and Police)	SOP #	1.1.1
		Revision #	3
		Implementation Date	April 24, 2017
Page #	2 of 6	Last Reviewed/Update Date	July 17, 2019
Name of Section/Function	Staffing Services / Public Safety HR / PSPRS Board Secretary	Approval	Donna Brown

F. **Member Binders** – The local board secretary prepares binders for board members. The binders contain all paperwork for meeting agenda.

1. Agenda
2. Motion guide
3. DROP applications
4. Service transfer letters as well as spreadsheet
5. Document with inductees
6. Retirement paperwork
7. Any other agenda item(s)

G. **PSPRS Folders**

Local board secretary keeps a hard copy of everything submitted to the local board. Items from each meeting will be in a separate folder labeled by Date/Type of meeting and kept per the records retention guidelines. An electronic copy of the documents is also kept in DM labeled in the same manner.

H. **Approved Meeting Minutes**

1. After the meeting, the local board secretary adds Approved and the date of the approval meeting to the header of minutes that were approved during the meeting and posts approved regular meeting minutes to the City of Scottsdale website using Council Boards & Commission Document Posting Procedure document and AR 121 – Legal Postings which have instructions and guidelines for posting.
2. Meeting minutes must be posted within 2 business days after being approved.

I. **Marked Agenda**

1. After meeting, the local board secretary receives an email from eScribers with marked agenda.
2. Local board secretary posts the marked agenda to the City of Scottsdale website within 3 business days after the meeting using Council Boards & Commission Document Posting Procedure document and AR 121 – Legal Postings which have instructions and guidelines for posting.
3. Link is updated to go to Marked Agenda (do not post in addition to the original agenda)

J. **Revised Agenda**

If any changes are made to the agenda after being posted, local board secretary must post revised agenda using Council Boards & Commission Document Posting Procedure document and AR 121 – Legal Postings which have instructions and guidelines for posting. Revised agenda must clearly state what was changed.

K. **Cancellation Notices** –

1. If meeting is cancelled after being posted and notice is sent to the local board members, the local board secretary prepares cancellation notice (AR 121 –

 City of Scottsdale	Human Resources Department Standard Operating Procedure PSPRS Local Boards (Fire and Police)	SOP #	1.1.1
		Revision #	3
		Implementation Date	April 24, 2017
Page #	3 of 6	Last Reviewed/Update Date	July 17, 2019
Name of Section/Function	Staffing Services / Public Safety HR / PSPRS Board Secretary	Approval	Donna Brown

Legal Postings contains an example) and posts to the City of Scottsdale website using Council Boards & Commission Document Posting Procedure document and AR 121 – Legal Postings which have instructions and guidelines for posting.

2. The local board secretary then sends the cancellation notice to the local board members, eScribers and board attorney via outlook meeting calendar and also by email.
3. If meeting is cancelled prior to posting, the local board secretary sends a calendar notification to Board members notifying them of cancellation. Also notifies eScribers.

L. Draft Meeting Minutes

1. Local board secretary receives meeting minutes from eScribers and reviews for accuracy and lets company know of any changes.
2. Local board secretary provides to board members at the next local board meeting for approval.
3. Local board secretary provides electronic copy to Sr. Benefits Analyst as soon as received.

M. Mailing to PSPRS –

Once marked agenda, approved meeting minutes and draft meeting minutes are received from eScribers, the local board secretary mails the documents by certified mail along with a cover letter ([template](#)) to Public Safety Personnel Retirement System office within 20 calendar days of meeting. Local board secretary keeps copy of letter and attachments in electronic personnel file and PSPRS binder.

N. Pre-Employment Medicals

1. Local board secretary attaches cover form to pre-employment medicals and includes any pre-existing conditions on forms before signing.
2. Local board secretary ensures that local board members have the opportunity to review pre-employment medical reports 10 business days prior to meeting inducting employee into PSPRS system.
3. Following meeting approving induction, local board secretary does the following:
 - a. Pre-existing conditions –
 - Prepares cover letter ([template](#)), makes copy of the pre-employment medical report, prints Arizona Revised Statutes 38-844. Requirements for retirement benefits and disability pensions and 38-859. Medical boards; purposes; composition; medical examinations and mails by certified mail to employees with pre-existing conditions. Local board secretary then scans and saves

 City of Scottsdale	Human Resources Department Standard Operating Procedure <i>PSPRS Local Boards</i> <i>(Fire and Police)</i>	SOP #	1.1.1
		Revision #	3
		Implementation Date	April 24, 2017
Page #	4 of 6	Last Reviewed/Update Date	July 17, 2019
Name of Section/Function	Staffing Services / Public Safety HR / PSPRS Board Secretary	Approval	Donna Brown

separately letter and pre-employment medical report into employee's DM medical file under Retirement into correct sub-folders.

b. No pre-existing conditions –

- Local board secretary scans and saves pre-employment medical report into employee's electronic medical file under Retirement into correct sub-folder.

O. Service Transfers

1. Once local board secretary receives document with service transfer, they email PSPRS to request employer reserve amount.
2. Local board secretary updates spreadsheet with service transfer information. Local board secretary adds current information at the top of the spreadsheet; adds the month at the top and saves under that month's meeting folder for the corresponding local board (ie. Police or Fire). Main spreadsheet is also saved with information.
3. Local board secretary scans and saves service transfer document into employee's electronic medical file under Retirement into correct sub-folder.

P. DROP Paperwork

1. Employee contacts Sr. Benefits Analyst /Sr. HR Analyst to enter into the DROP program.
2. Sr. Benefits Analyst sends email to Payroll requesting DROP calculation for employee.
3. Sr. Benefits Analyst meets with employee to go over calculation and have employee sign paperwork.
4. Sr. Benefits Analyst sends email to local board secretary to include in agenda.
5. The local board secretary works with the Sr. Benefits Analyst to ensure that the required forms are signed by the local board secretary following the meeting that approves any application.
6. Sr. Benefits Analyst drafts cover letter and sends letter along with signed paperwork to PSPRS along with draft meeting minutes by certified mail.
7. Sr. Benefits Analyst sends copy of letter and paperwork to employee for their records by certified mail or secure mail.
8. Sr. Benefits Analyst scans letter and all DROP forms, including personal documents, i.e. birth certificate, into employee's electronic medical file under Retirement under correct sub-folder.

Q. PSPRS Retirement Paperwork

1. Sr. Benefits Analyst sends email to local board secretary to include in agenda.

 City of Scottsdale	Human Resources Department Standard Operating Procedure <i>PSPRS Local Boards</i> <i>(Fire and Police)</i>	SOP #	1.1.1
		Revision #	3
		Implementation Date	April 24, 2017
Page #	5 of 6	Last Reviewed/Update Date	July 17, 2019
Name of Section/Function	Staffing Services / Public Safety HR / PSPRS Board Secretary	Approval	Donna Brown

2. The local board secretary works with the Sr. Benefits Analyst to ensure that the required forms are signed by the local board secretary following the meeting after retirement is approved.

R. **Disability Retirements**

1. Handled by Sr. Benefits Analyst per Local Board of the Public Safety Personnel Retirement Systems Hearing Rules for Disability Retirement Pension Applications.
2. Sr. Benefits Analyst sends email to local board secretary to include in agenda.
3. The local board secretary works with the Sr. Benefits Analyst to ensure that the required forms are signed by the local board secretary following the meeting after retirement is approved.

S. **Invoices**

1. **eScribers** – The local board secretary reviews and approves invoices for payments. Once approved the local board secretary forwards the invoice to HR Management Analyst for processing and payment.
2. **Board Attorney** – The local board secretary along with Sr. Benefits Analyst receives invoice from one of the City Attorneys for review and concurrence of services listed.

T. **Election Process** – [SRC 2-367 & 2-368](#)

1. Local board secretary contacts chief (police/fire, whichever is appropriate) requesting that they appoint three persons as a board of elections to conduct and oversee selection.
2. Local board secretary prepares and sends email to Scottsdale Police/Fire (whichever is appropriate) Department sworn employees notifying them of an upcoming election and the voting process.
3. After the deadline, local board secretary works on setting up an online ballot for appropriate department sworn employees to cast their vote through an electronic system.
4. Local board secretary prepares and sends email to Scottsdale Police/Fire Department (whichever is appropriate) notifying them of ballot and deadline to cast their vote.
5. Local board secretary reviews results with appointed board of elections.
6. Local board secretary emails appropriate chief to notify them of the results.
7. Local board secretary prepares and sends email to appropriate department's sworn employees notifying them of ballot results.
8. Local board secretary adds item to agenda to give information to the board.

 City of Scottsdale	Human Resources Department Standard Operating Procedure PSPRS Local Boards (Fire and Police)	SOP #	1.1.1
		Revision #	3
		Implementation Date	April 24, 2017
Page #	6 of 6	Last Reviewed/Update Date	July 17, 2019
Name of Section/Function	Staffing Services / Public Safety HR / PSPRS Board Secretary	Approval	Donna Brown

9. Local board secretary updates Board Member Term Limits [Spreadsheet](#) and the PSPRS Local Board Update Form for each Board and sends the Local Board Update Form to PSPRS.

T. Annual Report

1. Local board secretary receives notification from City Clerk's personnel approximately 2-3 days prior to the end of the year reminding to complete annual report for each board and they provide format for the report. Report should be presented to the Board in the first meeting of the following year (ie. 2014 report would be included in 2015 January meeting agenda). Annual report requires the following information for the previous year:
 - a. Number of meetings held
 - b. Major topics of discussion / action taken
 - c. Current member attendance – each member must be listed along with their title, the number of meetings they attended for the year along with their service dates.
 - d. Subcommittees
 - e. Ethics Training – local board secretary can request from City Clerk's office
 - f. Reviewed Bylaws/City Code
 - g. Anticipated Key Issues
 - h. Upcoming Opportunities, Challenges or Outcomes
 - i. Board Purpose
2. Local board secretary reviews local board meeting minutes for each of the boards and fills out the annual report [spreadsheet](#) each month.
3. Local board secretary prepares annual report document for each of the boards. The template for the annual report is sent out by City Clerk. Secretary then includes in each boards' agenda to get approved. After the meeting where the board approves annual report, local board secretary sends approved annual report to designated City Clerk personnel.

4. References

- [Arizona Revised Statutes Title 38, Chapter 5, Article 4](#)
- [Scottsdale Revised Code Division 15](#)
- [PSPRS website](#)
- [AR 121 – Legal Postings](#)
- [Council, Boards & Commission Document Posting Procedure](#)
- [Ordinance NO. 3675](#)
- [Public Safety Personnel Retirement System Board Bylaws](#)
- [Arizona Public Safety Personnel Retirement System Joinder Agreement \(Police\)](#)

 City of Scottsdale	Human Resources Department Standard Operating Procedure <i>PSPRS Local Boards</i> <i>(Fire and Police)</i>	SOP #	1.1.1
		Revision #	3
		Implementation Date	April 24, 2017
Page #	7 of 6	Last Reviewed/Update Date	July 17, 2019
Name of Section/Function	Staffing Services / Public Safety HR / PSPRS Board Secretary	Approval	Donna Brown

- [Public Safety Personnel Retirement System of the State of Arizona Joinder Agreement \(Fire\)](#)
- [City of Scottsdale Public Safety Personnel Retirement Board webpage](#)
- [Public Safety Personnel Retirement Systems Hearing Rules for Disability Retirement Pension Applications](#)

5. Definitions

- Document Management (DM) – Electronic personnel filing system.
- DROP – Deferred Retirement Option Plan
- Electronic Personnel or Medical Files are also referred to as “Document Management” (DM) or “Total Content Management” (TCM).

PROCEDURES OF THE SEDONA POLICE DEPARTMENT LOCAL RETIREMENT BOARD

Under the Authority of ARS 38-847, the Sedona Police Department Local Retirement Board adopts the following procedures as a guideline for the presentation and resolution of system claims and issues.

- I. Composition. Pursuant to statute, the board is composed of the Mayor or his/her designee, two members elected by secret ballot by members of the department, and two citizens who are appointed by the Mayor with approval of the City Council. A board secretary shall be selected by members of the board and shall be a City of Sedona staff member.
- II. Chairperson. The Mayor or the Mayor's designee shall serve as chairperson. The chairperson may in his/her absence, designate an alternate to act as chairperson. In the absence of the chairperson or the chairperson's designee, an acting chairperson shall be elected by a majority vote of the local board.
- III. Quorum. A quorum for the purpose of doing any business by the board shall be three members. While not required, it is preferred that a quorum include at least one of the members elected by secret ballot by the members of the department.
- IV. Meetings. Meetings are generally held at 10:00 a.m. on the first Thursday of the month, but can be held at any time upon the call of the chairperson, any two members of the board, or the secretary for the board. The board will meet at least twice yearly. The board secretary shall provide an agenda to board members in advance of any meeting. Meetings are held in the Vultee Conference Room or such other location as may be designated from time to time. Notice of all meetings of the board shall be given, and all meetings and any executive sessions shall be conducted in conformance with Arizona's open meeting law, ARS 38-431 et seq. A majority vote of board members present and eligible to vote shall govern any action taken, provided that the consent of three board members is required for lawful action. Board members not present in person may attend by telephone or other electronic means permitting meaningful participation. The board secretary shall cause appropriate minutes to be taken of board meetings, and an electronic recording may be made of meetings to facilitate preparation of such minutes. Unless otherwise directed by the board, such electronic recording will be retained for one year after the date of the meeting and after minutes have been transcribed and approved, and will be destroyed no less than one year after approval of the minutes. The board secretary will cause a certificate of destruction to be prepared and retained by the board. The board secretary will provide Notice of Results of the board action to the public as required by Arizona's open meeting law. The board secretary will also provide notice of results to the fund administrator in accordance with law.
- V. Documentation. The board secretary shall maintain files containing public and confidential documents presented to the board. The board secretary shall maintain files containing public and confidential documents pertaining to plan

membership for each member, in a location separate from any employment or department files.

- VI. Initial Membership—Notation of Pre-existing Conditions. The board shall contract with a physician or clinic to conduct pre-membership medical examinations for the purpose of identifying physical conditions or injuries, which existed or occurred prior to the member's date of membership in the Public Safety Personnel Retirement System (PSPRS). The physician or clinic may be the contractee of the City of Sedona.

The police department or the board secretary shall coordinate appointments for the pre-existing condition examinations. This examination may be done in conjunction with the pre-employment physical.

The contracted physician shall report the results of the pre-existing condition examination to the board secretary within 10 business days after the examination.

If the physician or clinic does not report a pre-existing condition, the board secretary shall file the report for possible future reference by the board.

If a pre-existing condition is reported by the physician or clinic:

- A. The board secretary shall notify the individual a pre-existing condition has been reported by the physician or clinic and provide opportunity for the individual to submit additional documentation or comments. The individual shall be provided no less than 30 days to submit the additional documentation or comments prior to including the item on a board agenda.
- B. The board secretary shall notify the board of individuals having been identified as having a pre-existing condition by including the individuals' names in an appropriately titled agenda item.
- C. The board secretary shall provide the board with any additional documentation or comments submitted by any individuals regarding the pre-existing condition report.
- D. The board shall review the agenda item at board meetings and will typically accept the information by consensus, but may discuss and take any action deemed necessary and appropriate.
- E. The board secretary shall file the pre-existing condition report, any additional documentation and comments, and note any action taken by the board for future reference by the board.

The pre-existing condition report, any additional documentation and comments, and notation of any actions taken by the board, pursuant to this section, will be presented to the board when considering applications for accidental, catastrophic, or ordinary disability pensions. No member shall qualify for an accidental, catastrophic, or ordinary disability pension if the board determines

the member's disability resulted from a physical condition or injury, which existed or occurred prior to the member's date of membership in PSPRS.

- VII. Presentation of Member Claims and Issues. Claims and issues or other information may be presented to the board at the Human Resources office by way of properly completed application form, written correspondence, or referral from the fund administrator. The board secretary shall have discretion to initially determine whether a member claim/issue or information so presented is to be treated by the board as routine or as non-routine.
- VIII. Routine Matters—Claims. Routine claims such as normal pension applications, DROP entry, DROP exit, etc. will be included on the consent agenda of the board for the next regularly scheduled meeting following necessary reconciliation of department/fund administrator records, but in no event later than 90 days after receipt of the claim, unless the claimant requests or agrees to a later date. The board will not ordinarily provide notice of inclusion on the consent agenda to individual claimants, since treatment as routine contemplates summary approval. Board members may, by action at the meeting at which a routine matter is on the agenda, remove matters from the consent agenda for separate treatment for reasons including the potential conflict of interest of a voting member on the matter, or for other reasons. If a matter is removed from the consent agenda for discussion, the matter may be separately considered or may be deferred to the agenda of a future scheduled meeting if notice to the affected member is necessary.
- IX. Non-Routine Matters—Disability Benefit Applications. Upon presentation of a properly completed application for any of the disability pensions authorized by law, the board will determine whether the termination meets the requirements of ARS 38-844.

Upon presentation of a properly completed application for any of the disability pensions authorized by law, the board secretary may secure from the city's human resources department any medical documentation contained in relevant workers compensation records. Upon receipt of the member's documentation and any other relevant documentation, a packet of information shall be prepared for distribution to board members, and the matter shall be placed, as a separate item, on the agenda for the next scheduled meeting of the board, permitting such distribution.

- A. Unless the claimant requests or agrees otherwise, the board shall commence hearing on a disability application at a meeting held within 90 days of receipt of the completed disability application.
- B. The board shall review and discuss any confidential medical records in executive session only, unless the applicant waives the confidentiality requirement with respect to any confidential medical records by completing a confidentiality waiver. If a medical record concerning an applicant's mental health or psychological issues is received from a source

other than the applicant such as the workers compensation program, the applicant will be directed to contact the other source to arrange to receive a copy of the report.

- C. At the initial hearing on a disability benefit application, the board shall ascertain whether the medical and other documentation submitted is sufficient for the board to conclude that the statutory prerequisites for the benefits claimed can be satisfied by the applicant. If not, the board may deny the application or continue hearing on the matter to a date and time when any additional documentation requested by the board or its members is available. If so, the board shall direct that a medical board be appointed to conduct the examination of the applicant directed by the law and to report to the board the results of that examination. The medical board for this purpose shall be composed of a designated physician or a clinic other than a regular employee or contractee of the City of Sedona. If the medical board is to assess mental health or psychological issues, the medical board will be requested to indicate if the report of the results of the examination should be provided to the applicant or to the applicant's mental health caregiver.
- D. If a medical board is appointed by the board, the board shall reconvene hearing on the matter at the first scheduled meeting after receipt of the report of the medical board, permitting its distribution, unless the applicant requests otherwise.
- E. There shall be no limit on the board's ability to accept and review relevant medical evidence, but board action on a disability benefit application for which a medical board has been appointed shall be based on medical evidence by the medical board appointed by the board. The board shall resolve material conflicts in medical evidence. If required, the board may employ additional physicians or clinics to report on the matter.
- F. Upon approval of a disability benefit application, the board secretary shall secure employer certification of the applicant's employment termination date and verify the qualification of the individual for the disability pension on System forms provided for such purposes. If the board secretary cannot obtain certification of the termination of the applicant's employment, the application will be considered withdrawn, consistent with board policy, and the board will entertain no further application for disability benefits until the applicant has terminated employment.
- G. Upon denial of a disability benefit application, the board secretary shall contact the applicant and notify the applicant of the decision of the board, the reason(s) for the decision of the board, and the rights of the applicant under the System statute to request reconsideration.
- X. Non-Routine Matters—Re-examination of Disability Benefit Recipients. By law, the board must undertake a periodic re-examination of catastrophic disability benefit recipients before they would have reached 25 years of service had they

remained in employment. Additionally, the board is empowered to undertake a re-examination of recipients of other disability benefits before their normal retirement date, but no more often than yearly. The board secretary shall place the issue of re-examination of catastrophic disability benefit recipients on an appropriate meeting agenda as a separate item, and shall yearly place the issue of other disability benefit recipients on a meeting agenda for the board. The board secretary will prepare a list of relevant other disability benefit recipients, and at the direction of the chairperson, the board, or subcommittee of the elected board members shall review this list. The board shall determine whether catastrophic disability recipients are due for re-examination and whether other disability benefit recipients should be re-examined. A medical board shall be appointed for any benefit recipient selected for re-examination, and a benefit recipient selected for re-examination shall submit to the re-examination. A formal report of the medical board on the results of the re-examination shall be submitted to the board. The board shall review any such report at the first scheduled meeting after receipt of the report, permitting its distribution, and shall take any action warranted.

- XI. Non-Routine Matters—Other. As such other non-routine matters arise which call for board action, the board secretary shall place them on a board agenda. The board may take action based on the information presented to it or may defer the matter to a future meeting to request additional information it deems necessary for appropriate action.
- XII. Finality. Any action by a majority vote of the members of the board, which is not inconsistent with the provisions of the system statute, shall be final, conclusive, and binding upon all persons affected thereby, unless a timely application for rehearing or appeal is filed as provide in ARS Section 38-847.
- XIII. Rehearing. Upon proper application by a claimant or the fund manager under ARS Section 38-847(H), the board will conduct a rehearing of any matter as to which its action, absent such application, becomes final.
 - A. Preparation of Preliminary Record. Upon receipt of a proper application for rehearing, the board secretary shall prepare a packet consisting of all documents and other tangible items of evidence made available to the board with respect to the underlying issues and may obtain for inclusion in such packet a verbatim transcript of any previous proceedings of the board in connection with the matter. The rehearing packet shall be made available to board members and shall be provided to all others who are party to the rehearing. This packet of materials shall constitute the preliminary record for the rehearing.
 - B. Scheduling of Rehearing. When the preliminary record is complete the board secretary shall schedule the rehearing for the next scheduled meeting of the board or for such other date and time as may be determined.

- C. Review of Medical Records. The board shall review and discuss any confidential medical records in executive session only, unless the applicant waives the confidential requirement with respect to any confidential medical records by completing a confidentiality waiver.
- D. Board Action on Rehearing. At the conclusion of any rehearing, the board may vote to uphold its earlier action, or may vote to rescind or modify such action. The board secretary shall notify the parties to the rehearing of the action of the board and the reasons therefore.
- E. Finality. The board action on rehearing shall be considered final, conclusive, and binding on all persons affected thereby, subject only to judicial review contemplated by the system statute.

XIV. Board Authority. The board chairperson shall conduct all hearings/re-hearings/proceedings with respect to non-routine matters in an informal manner. Matters with the potential for judicial review shall be recorded so that the preparation of a verbatim transcript, if necessary, is possible. At any hearing/re-hearing/proceeding with respect to a non-routine matter, a party or a party's representative(s) will be permitted a reasonable amount of time to present evidence and/or argument to the board. The board may continue any board proceeding for purposes of gathering additional information or for other proper purpose.

During the consideration of any matter before the board, the board may choose to take evidence under oath, but is not required to do so. To facilitate the collection and presentation of evidence with respect to any matter before the board, it may authorize depositions of relevant witnesses, and may compel attendance of witnesses at such depositions or before the board by way of such subpoena powers as may be conferred upon it by law.

XV. These procedures may be amended or revoked, and may be suspended in the interest of prompt and efficient implementation of the system, by majority vote of the member of the board. They shall be construed in a manner consistent with the system statute.

The undersigned chairperson and secretary of the Sedona Police Department Local Retirement board certify that the foregoing procedures were duly adopted by the board at a meeting duly called and held on the date specified below.

SEDONA POLICE DEPARTMENT LOCAL RETIREMENT BOARD

Chairperson

Board Secretary

Date adopted: