

PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

RETIREMENT AND SEPARATION

M.P. 105.03	Date Revised: 01/2025
(optional) This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating duty to act or a higher duty of care, with respect to third party civil claims against employees or the Phoenix Fire Department (PFD). A violation of this policy, if proven, can only form the basis of a complaint by the PFD for non-judicial administrative action in accordance with the laws governing employee discipline.	
Related Policies:	

PURPOSE

The following procedure has been established to assist sworn and civilian members in their separation from the fire department. The purpose of this procedure is to make a members separation from the Phoenix Fire Department as pleasant and expedient as possible. There are many types of separation from the department that this policy would apply to:

- PSPRS normal service retirement, accidental disability, catastrophic disability, ordinary disability
- DROP exit
- Extended Leave of Absences
- Termination (Voluntary/Involuntary)
- Resignation

This policy will apply to sworn and civilian members of the department however not all components are applicable. It is important to note that sworn firefighters are members of the Arizona Public Safety Personnel Retirement System (PSPRS). This is a state retirement system, NOT a city retirement system. The City of Phoenix Retirement Office provides some administrative functions for PSPRS however it is the sworn members responsibility to contact PSPRS on their own to complete the separation process. Civilian members are members of the City of Phoenix Employee’s Retirement System (COPERS). Civilian employees should visit the COPERS website at www.phoenix.gov/copers and sworn members should visit the Phoenix Local Board website at www.phoenix.gov/copers/public-safety-employees for basic pre-retirement information.

Employees separating from the Phoenix Fire Department shall immediately take the following steps:

- 1) Notify the Deputy Chief of Fire HR AND the Human Resource Officer of their exit date
- 2) Notify their immediate and second line supervisor of the exit
- 3) Contact PSPRS (sworn) / COPERS (civilian) if retiring
- 4) Contact Local 493 representative to schedule “Last Check Meeting”

SEPARATION PROCESS

The separation process will provide a detailed guide for all personnel leaving the department. The checklist denotes all the areas the separating member needs to contact prior to separation. Failure to make contact in a timely manner could delay the processing of the final paycheck and insurance coverage changes. ****Please see Addendum A for Checklist****

1. Phoenix Fire Human Resources 602-262-7110

150 S. 12th Street, 2nd Floor South Wing

***Contact should be done 30 days out from retirement date*

- Schedule a last check meeting to discuss options
- Complete the sick leave conversion form (if applicable)
- Update personal information in EChris
- Return Bus card
- Request retirement badge (Sworn only)
 - ARFF members must turn in airport access badge to airport personnel
- Return all COP equipment
- Schedule exit interview (if applicable)

2. For Sworn and Civilian members, City of Phoenix Retirement Office 602-534-4400

200 W. Washington, 10th Floor City Hall

***Contact by phone should be done as soon as retirement date is selected. On the PSPRS application, contact should be made 6 months prior however a member can retire a week before and it will still be processed.*

The following documents are required to process retirements of sworn members:

Birth Certificate of Retiree	Birth Certificate of Spouse
Bank deposit slip (If automatic deposit is desired)	Sign Retirement Application Forms
Birth Certificate for children under age of 18	Certified Copy of Marriage License
ALL pages of divorce decree(s)	

3. City of Phoenix HR Benefits Office 602-262-4777

Calvin Goode Building

251 W. Washington Street, 7th Floor

**Employees can meet in-person or virtually with Benefits Staff. To schedule an appointment, call 602-262-4777 or email benefits.questions@phoenix.gov*

***Contact should be done within 30 days of retirement date*

- Discuss post-employment health plans
 - Review current health plan
 - Review retiree health plan options Medicare (65 and older)
 - COBRA coverage
 - Non-Medicare health plan options
- Health Savings Accounts
- MERP (Medical Expense Reimbursement Plan) – MERP Eligible employees only

****Information for the union plaque, fire department plaque, and retiree badge can be found in the Buckslip. You can reach out to the Union office if you have further questions.**

- Order department plaque (Order takes up to 9 weeks)
- Retirement badge & wallet (Order takes up to 9 months)

Information needed to complete the order: (Information also listed in the Buckslip)

- Employee Name & Rank as it should read
- Years of service (may include all time with Phoenix Fire as a civilian, cadet, and red shirt, if employee chooses)
- Helmet #
- Hire Date and Exit Date

10. Exit function

The following is a suggestion list only of things to consider when planning an exit function for an employee:

- A. Create flier and send to Public Affairs for department wide distribution
- B. Food (Information for the Union retirement party check can be found in the Buckslip or contact Union directly, if applicable)
- C. Logistical needs can be coordinated through RM50 (Tables, chairs, coolers, water)
- D. Notify Union representatives to schedule Union plaque presentations

Addendum A

City of Phoenix Fire Department Retirement Process Checklist

Step One: Prepare and Notify

1. Decide on Retirement Date

- Ensure retirement date is set at least 30 days prior to your separation date.

2. Gather Required Documents

- Valid picture identification for yourself and your spouse (photocopies acceptable).
- Retiree's Birth Certificate (photocopies acceptable).
- Spouse's Birth Certificate (photocopies acceptable).
- Bank deposit slip or voided check for automatic deposit (photocopies acceptable).
- Signed Retirement Application Forms (provided by City Retirement Office).
- Birth Certificate(s) for children under 18 (if applicable).
- Certified copy of Marriage License (available from the County Recorder's Office).
- All pages of divorce decree(s) (if applicable, available from the County Recorder's Office).

Step Two: Initiate Retirement Process

1. Contact Retirement Office

- Obtain the 1-page application to start your retirement process (minimum 30 days prior to your retirement date).
- Submit your signed application to the Retirement Office (via email, fax, or in person by appointment).
- Provide a personal, working email address for correspondence.

The retirement office will submit your application to PSPRS

PSPRS will contact you within 7-10 days via the email address provided on your retirement application. Contact them directly if you have not received an email within 10 days. They will provide you with multiple documents that must be filled out and signed, including one that requires a notary. An in person meeting to fill out documentation is highly recommended.

- Print, fill out, and email documents to **approvedretdocs@psprs.com** or schedule an in-person appointment (**highly recommended**). You will need to provide the documents listed in the checklist at this time.

Contacts:

- **City Retirement Office:** 201 W. Washington, 10th Floor, Phoenix, AZ | 602-534-4400
- **PSPRS:** 3010 E. Camelback Rd, Suite 200, Phoenix, AZ | 602-255-5575 | www.psprs.com

Step Three: Final Pay and Leave Processing

1. Contact Fire Human Resources Section

- Discuss final pay, leave deferrals, and payouts.
- Determine deferral percentages for your final paycheck.
- Begin the process for returning city-issued equipment, bus cards, and obtaining retirement ID and badge.

Contact:

Phoenix Fire Human Resources, 150 S. 12th St., 2nd Floor South Wing, Phoenix, AZ | 602-262-7110

Step Four: Deferred Compensation Plans

1. Contact Nationwide Solutions Retirement

- Submit the Final Pay Form to authorize payroll deferrals (e.g., sick leave, vacation/compensatory time).
- Ensure submission **10 days BEFORE** your retirement date.
- Contact Nationwide Retirement Representative for assistance.

Contact:

Nationwide Retirement Solutions, 3300 N. Central Ave., Suite 600, Phoenix, AZ | 602-266-2733

Step Five: Medical Benefits

1. Contact City Benefits

- Discuss costs and options for City medical benefits.
- Attend the “Last Check Retirement Meeting” hosted by L493 within 3 months of your retirement date (**highly recommended**)

Contacts:

- **City Benefits:** 251 W. Washington St., 7th Floor, Phoenix, AZ | 602-262-4777
- **Phoenix Fire Fighters Association L493:** 61 E. Columbus Ave., Suite 100, Phoenix, AZ | 602-277-1500