

**CITY OF CONWAY**  
**SCHEDULE OF EMPLOYEE BONUSES & FRINGE BENEFITS**  
**FULL-TIME PERMANENT EMPLOYEES**  
**AS OF 7/1/2023**

PAGE 1

**CHRISTMAS BONUSES**

\$ 250.00 Net for full time employees with full year of service  
\$ 125.00 Net for part-time with full year of service or full-time employees employed after July 1<sup>st</sup>.  
\$ 62.50 Net for part-time employees employed after July 1st

**SAFETY BONUSES**

\$ 200.00 Net for employees who have had no at fault accidents or injuries for the previous calendar year and taken all of the required on-line safety training courses. Must be employed January 1<sup>st</sup> thru December 31<sup>st</sup> of previous calendar year.

**LONGEVITY BONUSES**

\$ 500.00 Net for 5 years service.	\$1,250.00 Net for 20 years of service.
\$ 750.00 Net for 10 years service.	\$1,500.00 Net for 25 years of service.
\$ 1,000.00 Net for 15 years service.	\$1,750.00 Net for 30 years of service.

**HEALTH/VISION/DENTAL/LIFE**

The City pays \$98.76 on all coverage types (EE, ES, EC, FF) on full-time employees for health. The City also pays basic dental, life insurance (\$3,000) and long-term disability insurance on all full time employees.

The State Health Plan covers one routine/ screening mammogram per year for females over the age of 40.

The State Health Plan has removed a patient's out-of-pocket cost for diagnostic colonoscopies and routine screenings, including the pre-surgical consultation, the generic prep kit, the procedure itself and associated anesthesia.

As recommended by the Center for Disease Control (CDC), the plan will cover all CDC recommended adult vaccinations within specified age parameters at no cost to the member.

Supplemental Long Term Disability available at cost to employee.

Spouse, Children and Family Health/Vision/Dental & Life available at cost to employee.

**RETIREMENT**

Regular/SCRS

City contributes 18.56% of gross earnings (in addition to employee's contribution of 9.0%).

Police & Fire/ PORS

City contributes 21.24% of earnings (in addition to employee's contribution of 9.75%).

**EMPLOYEE OF THE YEAR AWARDS**

\$ 500.00 Net to winning employee in each of 3 divisions. (Public Safety, Public Services, Public Works)

**EDUCATIONAL ASSISTANCE**

50% of tuition only up to \$5,000.00 during 12 month period. Maximum lifetime \$10,000.00 (must be pre-approved)

**UNIFORMS**

Uniforms are paid 100% by the City of Conway.

**SCHEDULE OF EMPLOYEE BONUSES & FRINGE BENEFITS  
FULL-TIME PERMANENT EMPLOYEES  
AS OF 7/1/2023**

**VACATION**

1-9 Years of Service	10 days annually
10-14 Years of Service	15 days annually
15-19 Years of Service	18 days annually
20-24 Years of Service	20 days annually
25+ Years of Service	21 days annually

**VACATION BUY BACK**

The City offers a vacation buy-back program annually according to years of service and vacation balance.

**SICK TIME**

12 days per year.

**HOLIDAYS (13)**

New Year's Day	July Fourth	Day after Thanksgiving
Martin Luther King Jr Day	Labor Day	Christmas Eve
Good Friday	Veterans Day	Christmas Day
Memorial Day	Thanksgiving Day	Day after Christmas
Juneteenth		

**CONWAY RECREATION CENTER**

Free Employee membership and reduced family membership rates thru payroll deduction.

Employee	\$ 0.00 per payroll
Employee with Spouse	\$ 6.92 per payroll
Add a child (Resides in City Limits)	\$ 2.31 per payroll
Add a child (Resides outside City Limits)	\$ 3.46 per payroll

**SHORELINE BEHAVIORAL HEALTH SERVICE**

Employee Assistance Program provides caring and confidential services for personal and family problems.

**AGAPE PHYSICIANS CARE**

**Free Medical Services Provided to Full-Time Employees:**

- One educational consultation by a medical provider on staff (non-physician practitioner) to make a brief general review of blood-screening lab test results. (Blood screenings conducted by a separate contract entity through the State Health Plan at no cost to the City or employees)
- Three (3) visits with a medical provider on staff
- One (1) Flu Vaccination
- Up to two (2) additional visits with a medical provider on staff
- Reduced rates for spouses, dependent children over the age of twelve (12) years, and under the age of twenty-six (26) years.
- Reduced rates for Conway part-time employees and their spouses and children over the age of twelve (12) years, and under the age of twenty-six (26) years.
- Reduced rates for Retirees and their spouses and children over the age of twelve (12) years, and under the age of twenty-six (26) years.

**REDUCED RENTAL RATES ON CITY PROPERTIES**

50% off of CRC pool, Smith Jones pool, Riverfront stage, Gazebo, and Riverwalk 1&2 wedding areas.  
\$50.00 discount on 5<sup>th</sup> & Main rentals.

**RECRUITMENT INCENTIVE PROGRAM**

This program created bonuses for existing employees who refer applicants to the City of Conway. To receive a bonus, the applicant must be hired by the City and complete their probationary period. At that time, the existing employee who made the referral will receive a \$500 bonus. If the position into which the new employee was hired requires a certification (such as a police officer or building inspector) and the candidate already holds that certification, the bonus is doubled to \$1,000.

Bonuses will be available for positions in departments which have **at least two job openings**. Employees who make a successful referral, but leave employment with the City before their eligibility will not receive the bonus. To be eligible, the employees need not be in the same department.

**37.5 WORK WEEK**

City employees in 40 hour week positions (excluding Solid Waste) receive a 37.5 work week. Each department sets the schedule so employees are able to receive 2.5 hours off. This will be used to make employee whole to 40 hours only.

**PAID MATERNITY/PATERNITY LEAVE**

The City provides six weeks of paid maternity/paternity leave at one hundred percent of the employee's base pay for the birth parent or two weeks of paid maternity/paternity leave at one hundred percent of the employee's base pay for the co-parent depending on the qualifying event.

In case of adoption, the City provides six weeks of paid maternity/paternity leave at one hundred percent of the employee's base pay for the primarily responsible parent or two weeks of paid maternity/paternity leave at one hundred percent of the employee's base pay for the non-primarily responsible parent depending on the qualifying event.

Qualifying events include the birth of a new born biological child to an eligible employee or after a co-parent's birth of a newborn child or fostering to adopt a child in state custody or the initial legal placement of a child by adoption.

To be eligible for paid parental leave the employee must occupy a full-time position. There is no service requirement to be eligible for paid maternity/paternity leave. Employees occupying a full-time position are immediately eligible for paid maternity/paternity leave. Eligibility determinations are made as of the date of the birth or adoption. Paid maternity/paternity leave must run concurrently with FMLA leave and any other unpaid leave to which the eligible employee may be entitled because of the qualifying event.

**BONUS SYSTEM FOR EDUCATIONAL ACHIEVEMENT AND CERTIFICATIONS**

Bonuses paid annually for the remainder of the employee's time with the City, assuming they do not move to a job in which the certification is irrelevant. For certifications that require recertification, those must be kept current to continue being eligible for the bonus. Each department director would provide a list of relevant certifications and educational achievements for their employees and that list must be approved by the City Administrator. The typical bonus will be 5% of the employee's annual salary.

Educational bonus equal to 1% for any employee who holds an Associates or other two-year degree and an additional 1% for any degrees higher than an Associates, for a maximum of a 2% annual bonus.

Bonuses from this program will be issued to all eligible employees during the second pay period in August. Employees are not eligible for bonuses for any achievements or milestones for which they have already received an 8% raise.

\*The following are available Employee Paid Benefits: Aflac, Colonial, Dependent Care Reimbursement, Medical Reimbursement, Money-Plus Pre-tax deductions.

\*\*Fringe benefits list subject to change as approved by City of Conway council.