

HUMAN RESOURCES



Mission

The Human Resources Department delivers innovative and timely human resources services and leadership to enable the City, its departments, and employees to provide world-class municipal services to our diverse residents and visitors.

Notice of Nondiscrimination

The City of Conway complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the city does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability, in the admission, access to and treatment in the city's programs and activities, as well as the city's hiring or employment practices. The Complaints of alleged discrimination and inquiries regarding the city's nondiscrimination policies may be directed to Lisa Mabry-Williams, Human Resources Director, (ADA/504/Title VI Coordinator), 1111 Main Street, Conway, AR 72032, (501) 450-7087, (Voice/TTY 711), or the following email address: Lisa.Williams@conwayarkansas.gov

This notice is available from the ADA/504/Title VI Coordinator in large print, on audio compact disc, and in braille. Free language assistance is available for LEP individuals.

Contact

[Lisa Mabry-Williams, Director](#)

[Cody Arnold, Human Resources Manager](#)

[John Mattox, Safety/Loss Control Manager](#)



Human Resources
1111 Main Street
Conway, AR 72032

(501) 450-6102

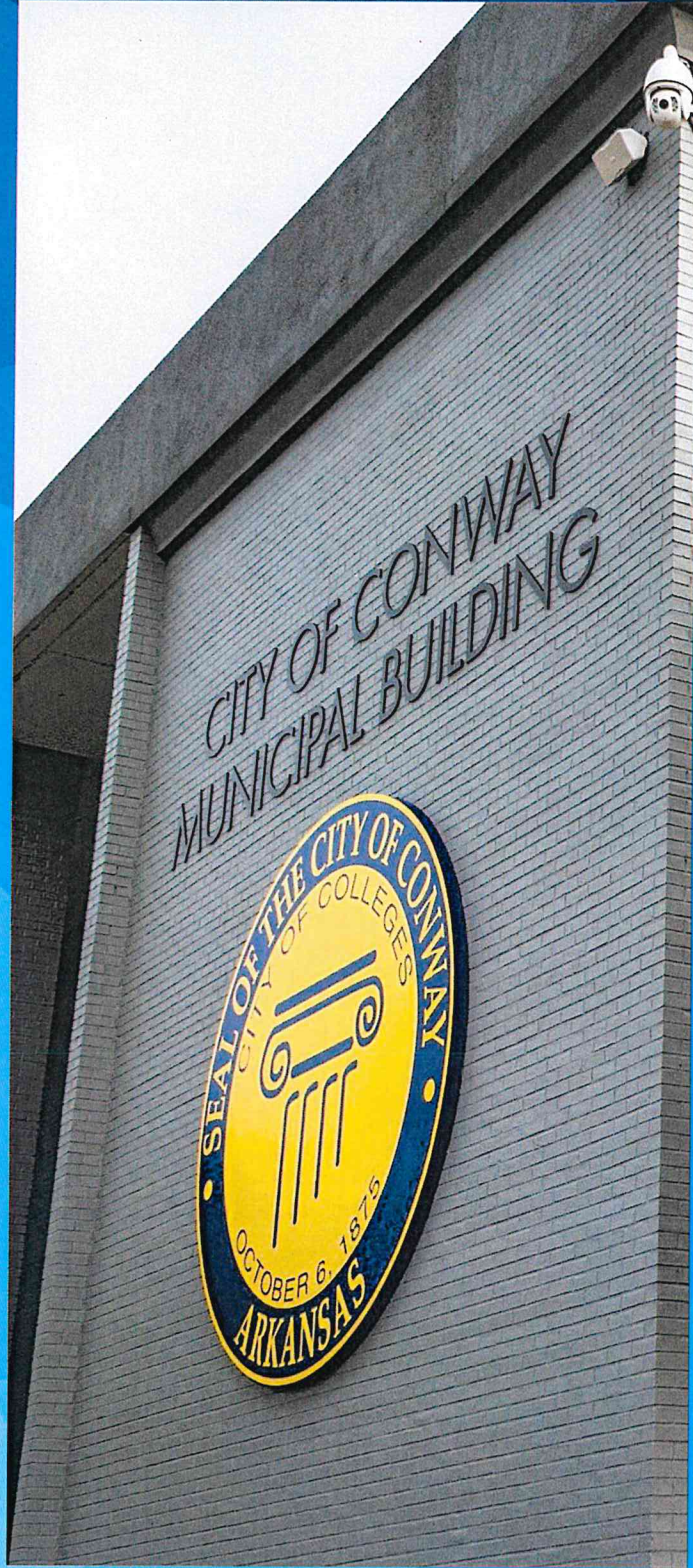
Employment Information

EMPLOYMENT OPPORTUNITIES

EMPLOYMENT APPLICATION INSTRUCTIONS

EMPLOYEE HANDBOOK

CITY OF CONWAY



EMPLOYEE HANDBOOK

AMENDED 4/25/2023
ORDINANCE NO. O-23-37

EQUAL OPPORTUNITY EMPLOYER

The City of Conway is committed to providing equal employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or expression, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state, and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

AMERICANS WITH DISABILITIES ACT

The City of Conway abides by the requirements of the Americans with Disabilities Act and state laws governing employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the workplace shall notify the Human Resources Director. It shall be the responsibility of the qualified individual with a disability to request reasonable accommodation in the hiring process or in the workplace.

NOTICE OF NONDISCRIMINATION

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EMPLOYMENT AT WILL

The City of Conway is an at-will employer. This means that the City of Conway or any City employee may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

All City employees should understand that this Handbook is not intended to create any contractual or other legal rights. It does not alter the City's at-will employment policy nor does it create an employment contract for any period.