

MISCELLANEOUS

PROFESSIONAL ASSOCIATIONS

CALS will subsidize membership in the Arkansas Library Association by paying 50% of the first-year dues and 25% of second-year dues. Financial assistance will also be provided to attend Arkansas Library Association conferences. The American Library Association provides financial assistance for its first- and second-year membership dues. Employees may apply for travel grants to attend work-related conferences.

CALS LOGO WEAR

Free clothing featuring the CALS logo is occasionally offered to employees.

DIRECT DEPOSIT

Employees may have their salaries deposited directly into their bank accounts.

DISCOUNTS

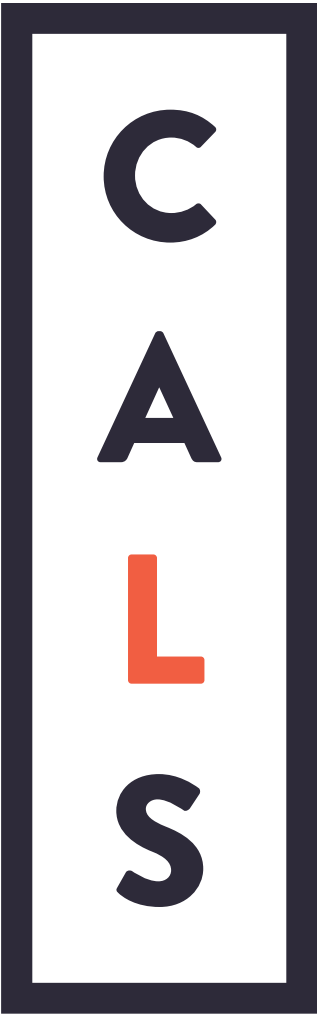
All employees receive discounts from the Galleries & Bookstore at Library Square located in the Roberts Library.

LIBRARY SQUARE

**MAIN LIBRARY**  
100 ROCK ST. • 918-3000  
M-SA: 9 AM-6 PM  
**BOBBY L. ROBERTS LIBRARY OF ARKANSAS HISTORY & ART**  
401 PRESIDENT CLINTON AVE. • 320-5700  
BUTLER CENTER FOR ARKANSAS STUDIES • TU-F: 10 AM-5 PM • SA: 12-4 PM  
THE GALLERIES & BOOKSTORE AT LIBRARY SQUARE • TU-SA: 10 AM-5 PM  
**CALS RON ROBINSON THEATER**  
100 RIVER MARKET AVE. • 320-5715  
INSIDE THE ARCADE BUILDING • HOURS VARY BASED ON SCHEDULED EVENTS  
**Rock It! LAB**  
120 RIVER MARKET AVE. • 320-5748  
501 MAKERS & THE VILLAGE • M-SA: 9 AM-6 PM  
THE RIVER SHOP • SA: 10 AM-4 PM

BRANCH LIBRARIES

**MILLIE M. BROOKS LIBRARY**  
13024 HWY 365 S. • WRIGHTSVILLE • 537-3186  
TU/TH: 9 AM-4:30 PM • W: 11:30 AM-4:30 PM  
**HILLARY RODHAM CLINTON CHILDREN'S LIBRARY & LEARNING CENTER**  
4800 WEST 10TH ST. • LITTLE ROCK • 978-3870  
M/TU/W/F/SA: 9 AM-6 PM • TH: 9 AM-8 PM  
**DEE BROWN LIBRARY**  
6325 BASELINE RD. • LITTLE ROCK • 568-7494  
M: 9 AM-8 PM • TU-SA: 9 AM-6 PM • SU: 1-5 PM  
**JOHN GOULD FLETCHER LIBRARY**  
823 N. BUCHANAN ST. • LITTLE ROCK • 663-5457  
M/W: 9 AM-8 PM • TU/TH/F/SA: 9 AM-6 PM  
**MAUMELLE LIBRARY**  
10 LAKE POINTE DR. • MAUMELLE • 851-2551  
M/TU/W/F/SA: 9 AM-6 PM • TH: 9 AM-8 PM  
**SIDNEY S. McMATH LIBRARY**  
2100 JOHN BARROW RD. • LITTLE ROCK • 225-0066  
M: 9 AM-8 PM • TU-SA: 9 AM-6 PM • SU: 1-5 PM  
**MAX MILAM LIBRARY**  
609 APLIN AVE. • PERRYVILLE • 501-889-2554  
M/W/TH/F/SA: 9 AM-6 PM • TU: 9 AM-8 PM  
**ESTHER DeWITT NIXON LIBRARY**  
703 W. MAIN ST. • JACKSONVILLE • 457-5038  
M/W/TH/F/SA: 9 AM-6 PM • TU: 9 AM-8 PM  
**OLEY E. ROOKER LIBRARY**  
11 OTTER CREEK CT. • LITTLE ROCK • 907-5991  
M/TU/W/F/SA: 9 AM-6 PM • TH: 9 AM-8 PM  
**AMY SANDERS LIBRARY**  
10200 JOHNSON DR. • SHERWOOD • 835-7756  
M: 9 AM-8 PM • TU-SA: 9 AM-6 PM • SU: 1-5 PM  
**ADOLPHINE FLETCHER TERRY LIBRARY**  
2015 NAPA VALLEY DR. • LITTLE ROCK • 228-0129  
M: 9 AM-8 PM • TU-SA: 9 AM-6 PM • SU: 1-5 PM  
**ROOSEVELT THOMPSON LIBRARY**  
38 RAHLING CIR. • LITTLE ROCK • 821-3060  
M/W/F/SA: 9 AM-6 PM • TU/TH: 9 AM-8 PM  
**SUE COWAN WILLIAMS LIBRARY**  
1800 CHESTER ST. • LITTLE ROCK • 376-4282  
M/W/F/SA: 9 AM-6 PM • TU/TH: 9 AM-8 PM



Employee Benefits

**C  
A  
L  
S** **CENTRAL  
ARKANSAS  
LIBRARY  
SYSTEM**

**MAIN LIBRARY**  
100 Rock Street, Little Rock, AR 72201  
**PHONE** 501.918.3033 **FAX** 501.375.7451 **WEB** CALS.org

## LEAVE TIME

### PAID HOLIDAYS

Full-time employees receive 10 paid holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

Regular part-time employees receive 4 hours of paid time for each holiday.

### PAID TIME OFF

PTO combines traditional vacation and sick leave plans into one flexible, paid time-off policy. PTO may be used for vacation, personal or family illness/ doctors' appointments, or for other personal business. The PTO accumulation limit is 480 hours. PTO is provided to full- and part-time employees.

### SICK LEAVE POOL

Full-time employees may draw hours from the pool in the event of long-term illness after their own PTO balance has been exhausted. To join the Employee Sick Leave Pool, employees must donate one-half hour of PTO each pay period.

## INSURANCE & OTHER COVERAGE

### MEDICAL INSURANCE

CALS pay 80% of insurance premiums for regular full-time employees. CALS will also pay 50% of premiums for dependent coverage.

### VISION INSURANCE

Visions insurance is available to regular full-time employees and their dependents. Employees pay 100% of the premium for this policy.

### DENTAL INSURANCE

Dental insurance is available to full-time employees and their dependents. CALS pays 80% of the premium for the employee; employees pay 100% for dependents.

### LIFE/ACCIDENTAL DEATH/DISEMBLEMENT

Life insurance is provided at no cost to full- and part-time employees. The policy amount for full-time employees is twice the employee's annual salary; the policy amount for part-time employees is \$6,000.

### LONG-TERM DISABILITY

Long-term disability insurance is provided at no cost to full-time employees.

### LONG-TERM CARE

A 3-year, \$1,000 basic long-term care policy is provided to full-time employees. Additional coverage and/or dependent coverage is available. Employees pay 100% of the premiums for additional coverage.

### WORKERS' COMPENSATION

CALS provides a comprehensive workers' compensation insurance program at no cost to all employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment.

### SUPPLEMENTAL INSURANCE PROGRAMS

Additional insurance policies are available to employees. Employees pay 100% of any supplemental coverage.

### PRE-TAX OPTIONS

Premium payments made by employees for some programs are eligible for pre-tax payment. This option reduces taxable income because payments are deducted prior to determining tax withholding. This option must be updated prior to the beginning of each tax year.

### EMPLOYEE ASSISTANCE PROGRAM

The EAP is a confidential counseling program to aid all employees and/or their dependents with a variety of problems, such as alcohol abuse, depression, and legal problems. Assessment and sessions are free; however, if long-term counseling is recommended, employees will be referred to other resources.

## RETIREMENT

### PENSION

After six months of employment, CALS contributes 8% of the employee's salary to a pension fund. This benefit is provided only to full-time employees.

### DEFERRED COMPENSATION/457 PLANS

Full- and part-time employees who have met their probationary period may contribute to these plans, up to amounts set by IRS regulations. These contributions lessen taxable income and may be allocated to a variety of investment accounts chosen by the employee. If an employee contributes to this plan, CALS will contribute to a matching plan, up to 3% of the employee's salary.

## SPECIAL FUNDS

### MORRIS FUND

The purpose of the Morris Fund is to improve the working environment for CALS employees. Staff members decide how to spend their branch's annual allocation.

### ALICE GRAY FUND

This fund assists employees who wish to further their education through tuition grants for college-level courses. All employees are eligible to apply.

### EMPLOYEE ASSISTANCE LOAN

The Employee Assistance Loan is an emergency, short-term no-interest loan fund to assist employees with unforeseen financial emergencies. Loan approval and repayment must be arranged by the Director and Finance Officer.