**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.

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**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/Wa: 9 AM-4:30 PM • W: 11:30 AM-4:30 PM

**HILLARY ROOHEM CLINTON CHILDREN’S LIBRARY & LEARNING CENTER**
4800 West 10th St. • Little Rock • 978-3870
Mi/Tu/Wa/Sa: 9 AM-6 PM • Th: 9 AM-8 PM

**DEE BROWN LIBRARY**
6325 Baseline Rd. • Little Rock • 568-7494
M: 9 AM-6 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/Tu/Wa/Sa: 9 AM-6 PM

**MAUMELLE LIBRARY**
10 Lake Point Dr. • Maumelle • 851-2551
Mi/Tu/Wa/Sa: 9 AM-6 PM • Th: 9 AM-8 PM

**SIDNEY S. McMAHON LIBRARY**
2100 John Barrow Rd. • Little Rock • 225-0066
M: 9 AM-6 PM • Tu-Sa: 9 AM-6 PM • Su: 1-5 PM

**MAX MILAM LIBRARY**
609 Aplin Ave. • Perryville • 501-889-2554
M/Wa/Th/F/Sa: 9 AM-6 PM • Tu: 9 AM-8 PM

**ESTHER DAVITT NIXON LIBRARY**
703 W. Main St. • Jacksonville • 457-5038
M/Wa/Th/F/Sa: 9 AM-6 PM • Tu: 9 AM-8 PM

**OLEY E. ROOKER LIBRARY**
11 Otter Creek Ct. • Little Rock • 907-5991
Mi/Tu/Wa/Sa: 9 AM-6 PM • Th: 9 AM-8 PM

**AMY SANDERS LIBRARY**
10200 Johnson Dr. • Sherwood • 835-7756
M: 9 AM-6 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 Rainier Cir. • Little Rock • 821-3060
M/Wa/Th/F/Sa: 9 AM-6 PM • Tu/Th: 9 AM-8 PM

**SUE COWAN WILLIAMS LIBRARY**
1800 Chester St. • Little Rock • 376-4282
M/Wa/Th/F/Sa: 9 AM-6 PM • Tu/Th: 9 AM-8 PM

updated 10/10/22
**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/Dismemberment**
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.

**Supplemental Insurance Plans**
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.