**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 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.
LEAVE TIME

PAID HOLIDAYS
Full-time employees receive 12 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 eligible 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 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 4% 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.