## 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**

Staff have free admission to selected movies at Ron Robinson Theater by showing their CALS employee badge

## 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: 9:30 AM - 4:30 PM (9:30 AM - 7 PM, 3 rd Tuesday each month) **W**/TH:  $9 \text{ AM} - 4:30 \text{ PM} \bullet$ 

#### 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

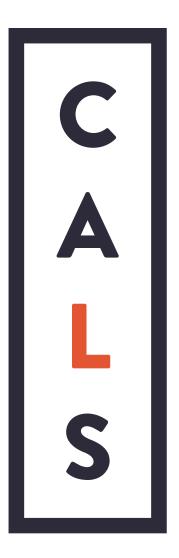
2015 NAPA VALLEY DR. • LITTLE ROCK • 228-0129 M: 9 AM-8 PM • TU-SA: 9 AM-6 PM • SU: 1-5 PM

#### 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



MAIN LIBRARY
100 Rock Street, Little Rock, AR 72201

PHONE FAX WEB 501.918.3033 501.375.7451 CALS.org

# **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.

# PAID PARENTAL LEAVE

CALS provides up to 12 weeks of paid parental leave to eligible employees following the birth of an employee's child or placement of a child with an employee through adoption or foster care. This policy runs concurrently with FMLA leave as applicable.

## LIFE/ACCIDENTAL DEATH/DISMEMBERMENT

Life insurance is provided at no cost to full- and parttime 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.