

unforeseen financial emergencies. Loan approval and repayment must be arranged by the Director and Finance Officer.

## 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 special discounts from River Market Books & Gifts, Bookends, and the Prose Garden Cafe, all located on the Main Library campus.

# Central Arkansas Library System

## Employee Benefits



# Central Arkansas Library System

## Main Library Campus

### Main Library

100 Rock Street  
Little Rock, 918-3000  
M-Th 9-8 | Fri & Sat 9-6 | Su 1-5

### Arkansas Studies Institute

401 President Clinton Avenue  
Little Rock, 320-5700  
Offices: M-Fr 9-5  
Galleries: M-Sa 9-6

### Cox Creative Center

120 River Market Avenue  
Little Rock  
River Market Books & Gifts  
918-3093  
M-Sa 9-5 | Sun 1-5  
  
Bookends Cafe  
918-3091  
M-Sa 9-5 | Sun 1-5

## Branch Locations

### Brooks

13024 Hwy, 365 S.  
Wrightsville, 537-3186  
M-Tu 10-7 | Th, Fri 10-6 | Sa 10-2

### Dee Brown

6325 Baseline Road  
Little Rock, 568-7494  
M, Tu, Th 10-8 | W, F, Sa 10-6

### Fletcher

823 N. Buchanan Street  
Little Rock, 663-5457  
M, Tu, W 9-8 | Th, F, Sa 9-6

### Hillary Rodham Clinton Children's Library and Learning Center

4800 W. 10th Street  
Little Rock, 978-3870  
M-Th 10-7 | F, Sa 10-6

### Maumelle

10 Lake Pointe Drive  
Maumelle, 851-2551  
M, Tu, Th 10-8 | W, F, Sa 10-6

### McMath

2100 John Barrow Road  
Little Rock, 225-0066  
M, W 9-8 | Tu, Th, F, Sa 9-6

### Milam

609 Aplin Avenue  
Perryville, 501-889-2554  
M, W-Sa 10-6 | Tu 10-8

### Nixon

703 W. Main Street  
Jacksonville, 457-5038  
M, W, F, Sa 9:30-6 | Tu, Th 9:30-8

### Rooker

11 Otter Creek Court  
Little Rock, 907-5991  
M, W, Th 10-8 | Tu, F, Sa 10-6

### Sanders

31 Shelby Drive  
Sherwood, 835-7756  
M, W, F, Sa 9:30-6 | Tu, Th 9:30-8

### Terry

2015 Napa Valley Drive  
Little Rock, 228-0129  
M, W, Th 9-8 | Tu, F, Sa 9-6

### Thompson

38 Rahlng Circle  
Little Rock, 821-3060  
M, Tu, Th 9-8 | W, F, Sa 9-6

### Williams

1800 Chester Street  
Little Rock, 376-4282  
M, W, F, Sa 10-6 | Tu, Th 10-8

Proudly serving  
Little Rock, Jacksonville, Maumelle,  
Sherwood, and Pulaski and Perry Counties



[www.cals.org](http://www.cals.org)

CENTRAL ARKANSAS  
LIBRARY SYSTEM

## LEAVE TIME

### Paid Holidays

Full-time employees receive 10 paid holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor 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 AND OTHER COVERAGE

### Medical Insurance

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

### 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.

### Vision Insurance

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

### 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.

### Long-Term Care

A 3-year, \$1,000 basic long-term care policy is provided to full- and part-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, such as life and cancer, are available to employees. Employees pay 100% of any supplemental coverage.

### Employee Assistance Program

The EAP is a confidential counseling program to aid 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.

### 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.

## RETIREMENT

### Pension

After six months of employment, CALS contributes 8% of the employee's salary to a pension fund (as of 7/1/11). This benefit is provided only to full-time employees.

### Deferred Compensation/457 Plans

Full- and part-time employees may choose to 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.

## 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.

### Boodle Fund

The Boodle Fund is an emergency, short-term no-interest loan fund to assist employees with