



EMPLOYEE BENEFITS SUMMARY

CENTRAL ARKANSAS LIBRARY SYSTEM

*Eligibility for benefits depends on your employment status.
Not all employees will be eligible for all benefits.*

1. LEAVE TIME

PAID HOLIDAYS

10 days. Opportunities are available to work M.L.K. & President's Days for time and one-half at Main Library.

PTO HOURS

Number of Paid Time Off hours earned is based on tenure/professional experience. There is a 480 hour accumulation limit.

SICK LEAVE POOL

Only full-time employees are eligible to participate in the Pool with a donation of 1/2 hour PTO per pay period. Only members may withdraw hours as needed under Pool guidelines.

2. INSURANCE & OTHER COVERAGE

HEALTH

Provided by Mutual Assurance Administrators, Inc. CALS pays 80% of premiums for employee coverage. CALS will pay 50% of the premium for dependent coverage.

DENTAL

Provided by Guardian. CALS pays 80% of premiums for employees. Employee pays 100% of dependent coverage.

LONG TERM DISABILITY & WORKER'S COMP

Coverage is provided at no cost to employee.

LONG TERM CARE

A three-year, \$1,000 basic plan from Unum Provident Insurance Co. is provided at no cost to employees. Option to buy additional coverage for employee or family members is available.

LIFE/ACCIDENTAL DEATH/DISEMBLEMENT

A term insurance policy equivalent to two times the salary of full-time employees, and \$6,000 for part-time employees is provided at no cost to employee.

SUPPLEMENTAL

Provided by Trust Mark. Additional insurance may be purchased that offers a number of coverages (life, cancer, burial, auto, home, etc.).

EMPLOYEE ASSISTANCE PROGRAM

The EAP is a confidential counseling program to aid employees or their dependents with family problems, alcoholism, drug abuse, legal problems, depression, or any other personal problems. Assessment and sessions are free. However, if additional or lengthy counseling is recommended, employees will be referred to other resources.

3. RETIREMENT

PENSION

Provided by Manulife Financial. For full-time employees, CALS contributes 6.5% (as of 7/08) of salary after six months employment; part-time employees are not eligible.

DEFERRED COMP/457 PLANS

Provided by John Hancock. Full and part-time employees may choose to participate in plans up to amounts set by IRS regulations. Voluntary contributions lessen taxable income and may be allocated to a variety of investment accounts chosen by employee.

4. EMPLOYEE BENEFIT FUNDS

BOODLE FUND

The Boodle Fund 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 Office.

MORRIS FUND

The Morris Fund's purpose is to improve the working environment for employees. Each library receives an annual allocation with staff determining how it is to be spent. Some system-wide purchases include employee parties and flowers for employees during trying times.

ALICE GRAY FUND

The Alice Gray Fund's purpose is to assist employees in furthering their education through tuition grants for college level courses. All employees are eligible to apply.

5. OTHER

CALS LOGO WEAR

Orders for CALS logo clothing are occasionally offered to all employees. The clothing is free.

DIRECT DEPOSIT

Direct deposit of salary is available for all employees.

DISCOUNTS

All employees can enjoy special discounts and offers from River Market Books & Gifts, located on the Main Library campus.

PROFESSIONAL ASSOCIATIONS

CALS will subsidize employee membership in the Arkansas Library Association by paying 50% of their first year dues, and 25% of their second year dues. The American Library Association provides dues assistance for first and second year members. Employees may also apply for travel grants to attend library conferences, and CALS will assist with registration costs for members to attend Arkansas Library Association conferences.