



# CAPS HELP

## Are You in the Right State Leave Program?

With summer's arrival, thoughts often turn to a well-deserved vacation. But did you know that CAPS' Memorandum of Understanding (MOU) provides two leave programs from which employees can choose to accrue paid time off? There are, however, trade-offs between traditional "Vacation Leave/Sick Leave" (MOU Articles 3.1 and 3.2) and "Annual Leave" (Article 3.13) that you should understand to select the program that best fits your circumstances.

You can use this checklist to evaluate each leave plan. The MOU allows employees to switch from one leave program to the other every 24 months. Contact your Human Resources office to make the change.

May your next vacation relax and recharge you, whenever you take it!

Annual Leave	Better for you?	Vacation Leave/Sick Leave
<p><b>More Flexible:</b> Can be taken for personal health reasons, tending to immediate family medical needs, or for paid vacation.</p>	<input type="radio"/>	<p><b>Less Flexible:</b> Sick Leave must be taken for personal health reasons or tending to immediate family medical needs. Vacation Leave must be taken for paid vacation.</p>
<p><b>All Hours Capped:</b> All accumulated hours count toward the State's 640-hour leave cap.</p>	<input type="radio"/>	<p><b>Some Hours Not Capped:</b> Sick Leave accumulates "without limit." Vacation Leave counts toward the State's 640-hour leave cap.</p>
<p><b>Total Cash Value:</b> Unused Annual Leave has cash-out value when an employee leaves the State.*</p>	<input type="radio"/>	<p><b>Partial Cash Value:</b> Unused Vacation Leave has cash-out value when an employee leaves the State.* Unused Sick Leave has no cash-out value.**</p>
<p><b>Cash-Value Hours Accrue Faster:</b> Annual Leave always accrues 4 hours more per month than Vacation Leave alone. Example: During the first three years of full-time service, Annual Leave accrues 11 hours per month. Vacation Leave accrues 7 hours per month.</p>	<input type="radio"/>	<p><b>Total Leave Hours Accrue Faster:</b> Together, Vacation Leave and Sick Leave always accrue 4 hours more per month than Annual Leave alone. Example: During the first three years of full-time service, Vacation Leave accrues 7 hours per month and Sick Leave accrues 8 hours per month -- 15 hours per month total. Annual Leave accrues 11 hours per month.</p>
<p><b>ENDI Coverage:</b> Covered by Enhanced Non-Industrial Disability Insurance (ENDI), which provides 50% of an employee's salary, plus the option to use annual leave to make up to 100% of the employee's typical pay.</p>	<input type="radio"/>	<p><b>NDI Coverage:</b> Covered by Non-Industrial Disability Insurance (NDI), which provides no more than \$135 per week. (ENDI cannot be claimed by employees in the State's Vacation Leave/Sick Leave program.)</p>
<p><b>When Switching to Vacation Leave/Sick Leave:</b> All Annual Leave hours are credited as Vacation Leave.</p>	<input type="radio"/>	<p><b>When Switching to Annual Leave:</b> All Vacation Leave hours are credited as Annual Leave. Sick Leave hours remain on the books until drawn down to zero.</p>

While there may be financial impacts at retirement from either program, CAPS does not offer investment advice to members. But it's never too early to think about retirement – contact your financial planner and CalPERS today to ensure that you choose the right option for you!

\*State employees may transfer lump-sum leave pay to a Savings Plus 401(k) and/or 457(b), subject to certain terms and limits. See <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/1802> for more information.

\*\*State employees may convert unused sick leave to service credit under certain conditions. See CalPERS publication, "Planning Your Service Retirement," page 8, at <https://www.calpers.ca.gov/docs/forms-publications/planning-service-retirement.pdf>.



# CalPERS Schedules Benefits Education Events

If you're an early- through mid-career CalPERS member and want to know about your benefits, consider attending a free CalPERS Benefits Education Event (CBEE). Learn about your retirement and health benefits, discover the importance of having a deferred compensation plan, and find out how to access your personal information online. You'll also find information on Social Security, long-term care, and much more.

The dates and locations for July and August CBEE are below. The same program is offered on Friday and Saturday, so you can select either day to attend. Registration is available approximately six weeks before each event through your [myCalPERS](#) account or at [www.calpers.ca.gov](http://www.calpers.ca.gov) (scroll down to "Events"). Walk-up registration is welcomed the day of the event, but early registration allows you to skip the line.

July 12 & 13, 2019	Ontario Convention Center 2000 E. Convention Center Way Ontario, CA 91765
July 26 & 27, 2019	Double Tree Fresno 2233 Ventura St. Fresno, CA 93721
August 9 & 10, 2019	Hilton Orange County/Costa Mesa 3050 Bristol St. Costa Mesa, CA 92626

## CAPS MOU Provides Employee Assistance Program

Life can be hard to handle sometimes, which is why the CAPS MOU provides for help when you need it. Article 5.2, which outlines the Employee Assistance Program (EAP), recognizes alcohol abuse, drug abuse, and stress may adversely affect job performance, but are also treatable conditions. Addressing them improves employees' health and job performance.

The EAP connects State Scientists with resources to learn valuable stress-management skills, assist with work-life balance, and pursue a healthier lifestyle. It also offers workshops on topics like Emotional Intelligence, Communication Skills, and Maximizing Your Attention.

Each department has a designated EAP Coordinator to assist employees. Records concerning program referrals and treatments are strictly confidential, and "shall not be included in the employee's personnel file," according to the terms of CAPS' MOU.

To learn more about the EAP, please see the CAPS MOU, which is posted online at [capsscientists.org](http://capsscientists.org). EAP services and class schedules can be found on the CalHR website, [calhr.ca.gov](http://calhr.ca.gov).

# The Opportunity of Change

by Patty Velez, President

The first year of a new governor's administration brings plenty of changes. It also introduces opportunities for CAPS to represent members' interests to people newly vested with the authority to make a difference.

Like governors before him, Gavin Newsom's first six months in office have brought a host of new cabinet secretaries, department directors, department deputies, and other officials assuming new jobs. The mass changes are a renewal of sorts – out with the old, in with the new – intended to install leaders eager to carry out the new governor's agenda.

When an appointment affects CAPS members, it is an opportunity to introduce our organization and to explain issues that concern the more than 3,000 State Scientists we represent. And CAPS seizes it.

In the six months since Newsom entered office, he has made key leadership appointments to the Department of Human Resources (CalHR) and the California Environmental Protection Agency (CalEPA), among many others. CAPS has been in touch with them, writing letters, making phone calls and requesting meetings with officials whose decisions influence your career, pay, and benefits.

CalHR, for example, represents the governor as the "employer" in issues involving employer-employee relations, including collective bargaining. It also manages state personnel, administers the Savings Plus retirement savings program, and is a key player in CAPS' proposal to simplify State Scientific job classifications.

In March, Governor Newsom named Eraina Ortega to the department's top post as Director and Paul Starkey as a Deputy Director. I sent letters to both a few days later, congratulating them on their new jobs.

Then I turned to "a few specific challenges that require your immediate attention.

"CAPS believes, with your leadership, we can successfully tackle and resolve these challenges:

- Executing the Overtime Meal Allowance Side Letter
- Addressing compensation for assignment to an Incident Command Structure
- Recognition of State Scientists' Advanced Degrees
- Future Planning to work towards equitable pay for State Scientists"

When we recently learned that CalHR had assigned Labor Relations Officer Candace Hyatt to head the State's bargaining team that will negotiate with CAPS, our staff sent a welcome email then followed with a phone call. We are planning a meet-and-greet with Hyatt in the near future.

Leadership changes are important and relatively rare opportunities to make a first impression, explain our agenda, and take a measure of the other side. Starkey's predecessor, Pam Manwiller, was CalHR Deputy for nearly six years. Manwiller also headed up bargaining with CAPS. We may deal with Newsom's appointees that long ... or longer.

It's not easy to get a meeting or a phone call with any of these officials on your own. But they read CAPS' letters and take CAPS' calls because CAPS speaks for more than 3,000 employees with the scientific education, skills, and experience the State needs to protect public health, the environment and California's natural resources.

Thank you for your membership in the only organization created by State Scientists for State Scientists. We are stronger when we work together. The new administration knows that, too.

**"CAPS believes, with your leadership, we can successfully tackle and resolve these challenges..."**



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## GO GREEN! Have CAPSule Delivered via Email!

CAPS' leaders encourage members to receive CAPSule's valuable news and information electronically. Here are some reasons to GO GREEN:

	Email	Parcel Post
<b>Delivery Speed</b>	Virtually immediate.	Postal Service's speed and schedule.
<b>Convenience</b>	Access via emailed link.	Retrieve from mail box.
<b>Delivery Cost</b>	Free.	46 cents per issue.
<b>Environmental Impact</b>	No resources consumed. No waste or pollution produced.	Consumes paper. Produces solid waste. Delivery burns fossil fuel.

Why wait? It takes less than two minutes to **GO GREEN**. Just fill out the simple online form at [capsscientists.org/resources/capsule](http://capsscientists.org/resources/capsule). Thank you!

