

# CAPS Counter Proposal

Bargaining Unit: 10

Date: July 28, 2021;  
2PM

Article: 10

Subject: CAPS Representational Rights

## 10.3 Use of State Phones and Other Equipment

- A. CAPS representatives shall be permitted reasonable use of State phones to make calls and State equipment to communicate for CAPS representational purposes provided, however, that such use of State phones shall not incur additional charges to the State or interfere with the operation of the State.
- B. CAPS representatives shall be permitted use of phones and State equipment for representational activities as defined in Section 10.1.A, if said equipment is available and utilized as a normal part of the employee's duties. Such use of State equipment, such as fax machines and copiers, shall be minimal and incidental and shall not result in additional costs to the State, nor shall it interfere with the conduct of State business.
- C. Should a CAPS representative use State phones and State equipment, for reasons as permitted in Section 10.1(A), the CAPS representative will notify their or the employee's immediate supervisor and obtain approval prior to use.