### Meet CAPS 2021-23 Committee Members

From bargaining contracts and determining member benefits to overseeing elections and endorsing legislative candidates, 14 committees direct the operations and recommend policies that chart CAPS’ course. The committees are generally comprised of Board members, although members who aren’t on the Board may also serve. This list details six committees and their duties. Look for more listings in next month’s CAPSule.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
<th>Chair</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefits</strong></td>
<td>Responsible for the establishment and administration of insurance and related benefit programs of CAPS and for CAPS Members.</td>
<td><strong>Monty Larson</strong></td>
<td>David Rist, David Miller, Kris Wiese, Mia Roberts &amp; Itzia Rivera</td>
</tr>
<tr>
<td><strong>Bylaws &amp; Policy</strong></td>
<td>Reviews all proposed changes to the Bylaws and Policy &amp; Practice Manual prior to review by the Board. Periodically reviews and updates these documents.</td>
<td><strong>David Miller</strong></td>
<td>David Rist, David Miller, Kris Wiese, Mia Roberts &amp; Itzia Rivera</td>
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<tr>
<td><strong>Bargaining</strong></td>
<td>Responsible for the compilation of relevant data regarding issues of concern to the Unit. Negotiates any MOU with the State to address those concerns.</td>
<td><strong>David Rist</strong></td>
<td>Margarita Gordus, Justin D. Garcia, Maureen Lee-Dutra, Itzia Rivera &amp; Jacqueline Tkac</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>Responsible for the preparation of an annual budget.</td>
<td><strong>Monty Larson</strong></td>
<td>Margarita Gordus, Daniel Ellis, Alice Nash &amp; Kelley Aubushon</td>
</tr>
<tr>
<td><strong>Governmental Affairs (GAC)</strong></td>
<td>Develops Legislative Program by developing and/or reviewing legislative proposals that may impact State Scientists. Recommends to support or oppose bills to the Board.</td>
<td><strong>Kris Weise</strong></td>
<td>David Rist, David Miller, Kris Wiese, Mia Roberts &amp; Itzia Rivera</td>
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<td>David Rist, David Miller, Kris Wiese, Mia Roberts &amp; Itzia Rivera</td>
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The two-tiered program detailed in the Side Letter Agreement between CAPS and the State provides $50 per month for “remote-centered employees” working at least 50% of their time from an alternate work location. Those working less than 50% at an alternate site qualify for a $25 monthly stipend as “office-centered employees.” (Employees who do not telework do not qualify for the telework stipend.)

CAPS recommends Unit 10 supervisors and managers also formalize their telework arrangement by filing a Telework Agreement or with an email that includes your schedule and your designation as either remote- or office-centered. The CAPS Supervisory Committee is working to gain the benefit for managerial employees, in keeping with the rank-and-file Side Letter Agreement.

The program is retroactive to October 1, although the State can’t make payments until the Legislature returns to the Capitol in January and approves the expenditure.

Meanwhile, departments will be developing their own telework rules and procedures well into 2022 under the terms of the Statewide Telework Policy released in October. Look for members-only CAPS Update emails and CAPSuite for more telework news as it develops in the coming months.

As for how soon your employer must decide and inform employees, the MOU says, “each department head or designee will make every effort to act on vacation requests in a timely manner.”

CAPS advises that you make vacation requests as early as possible to avoid possible conflicts. If you encounter issues getting your vacation requests approved, contact CAPS online at capscouncil.org.

Your CAPS Consultation TAKING TIME OFF

Reminder: FILE YOUR TELEWORK AGREEMENT TO QUALIFY FOR A TELEWORK STIPEND

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CAPS ACCEPTING APPLICATIONS FOR $400 PROFESSIONAL DEVELOPMENT GRANTS

CAPS strongly urges you to apply now for one of four $400 Professional Development Grants awarded each quarter to support scientific research, education, or other career-enhancing activities that the State does not fully fund.

The next deadline to apply for this CAPS members-only benefit is December 31 for grants the CAPS’ Member Benefits Committee will award in January. Applicants may seek funds for upcoming costs or expenses already incurred. (Due to COVID-19 concerns, at this time, the Committee is not considering applications to facilitate attending in-person meetings or conferences.)

The Committee selects grant winners based on:

- **Quality of the grant application**, including an explanation of the purpose of the event or project and **documentation of costs**.
- **Relevance or impact** on the State Scientist’s career or current position.
- Degree the grant will accomplish the applicant’s **stated purpose**.
- **Diversity of departments and agencies** whose employees win grants, to the degree possible.

CAPS makes a total of $1,600 in grants available to deserving members each quarter. Recipients are chosen in January, April, July, and October, so applications should be submitted before those months to be eligible for the subsequent selection. Once submitted, applications remain eligible for consideration for at least two quarters.

For more details about CAPS’ Professional Development Grants and how to apply for this members-only benefit, please go to [capsscientists.org/application/benefits/grant](http://capsscientists.org/application/benefits/grant). Please contact CAPS staff with questions at caps@capsscientists.org or by calling your nearest CAPS office. Don’t wait! The end of the year will be here before you know it!

CAPS MEMBERS QUALIFY FOR LOWER-COST INSURANCE WITH LIBERTY MUTUAL

Through a partnership with Liberty Mutual Insurance, CAPS members qualify for significant savings on auto, home, and pet insurance with premiums paid via payroll deduction. For more information about personal insurance (including homeowners, renters, or auto insurance), please click [here](http://www.capsscientists.org). To learn more about the pet insurance program, please click [here](http://www.capsscientists.org).