

# WILEY CAPS

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# Steps to Deal with a Bully *in the* WORKPLACE

STEP  
01



## ASSESS THE SITUATION

When it comes to being bullied, trust your instincts. If you feel bullied, you most likely are.

The first step in address the situation is identifying the issue.

STEP  
02



## REPORT THE SITUATION

Ignoring disruptive behavior won't make it go away. Confide in someone you trust. If the situation persists, escalate to a trusted manager, supervisor or personal liaison.

It may be tempting to return bullying behavior. Do not stoop to their level.

STEP  
03



## DOCUMENT THE BULLYING BEHAVIOR

Anytime you experience bullying behavior, document it by sending yourself a private email - this will record the date and time for you.

STEP  
04



## CONTACT CAPS OR FILE A COMPLAINT

Contact CAPS for other options. You may be able to file a complaint or other action. It is a good idea to inform CAPS of potential issues early.

Every situation is different. Reach out.

STEP  
05



## TAKE CARE OF YOUR MENTAL HEALTH

Evaluate your options and make a decision. Remember, many times bullying behavior stems from jealousy or from the bully's own personal situation. It is not a reflection on you.

STEP  
06



## KNOW WHEN TO HAVE ANOTHER PLAN

Whatever you decide, it never hurts to be prepared and proactive. Know your rights and continue to advocate for yourself.



Your CAPS Consultation

**SCHEDULE**

**YOUR**

**PROFESSIONAL**

**DEVELOPMENT**

**DAYS NOW**

**Question:**

I've heard that I get to take "professional development days" each year. What are they and when should I take them?

**Answer:**

The Unit 10 MOU negotiated by CAPS provides every rank-and-file State Scientist with two Professional Development Days (PDD) per fiscal year for activities as defined by the employee. You request the time off and receive approval in the same manner as vacation/annual leave. You can use PDD in 15-minute increments. Unlike vacation/annual leave, however, PDD time does not roll over from year to year, nor can it be cashed out. So PDD for 2021-22 must be used by June 30, 2022, or it is lost.

**Note: State pay warrants show PDD hours used, not remaining hours available.**

So, if you haven't taken PDD this fiscal year, your warrant will show zero (0.0) for that line item. If your latest shows less than 16.0 hours of PDD leave used, arrange to take that time off before July 1.

*Your CAPS Consultation highlights timely issues that come to the attention of CAPS' labor-relations consultants and attorneys. Our seasoned, knowledgeable professionals assist individual CAPS members – and only members – on matters concerning the Unit 10 MOU, workplace disputes, state labor law, and civil service rules and regulations.*



# NEWS REPORT EXAMINES STATE SCIENTISTS' SALARY ISSUES AND IMPACTS ON PROGRAMS

CAPS' long fight for pay equity and the consequences of underpaying State Scientists recently received coverage in [CalMatters](#), a major news website that covers California politics. The 1,600-word story, "Morale killer: California scientists battle over pay disparities," reported several facts, including:

- Two years ago, two members of Gov. Gavin Newsom's cabinet said scientists in their agencies were dramatically underpaid — earning less than their local and federal counterparts and state colleagues in similar roles who are classified as engineers.
- State officials in 2006 acknowledged Unit 10 wages lagged wages paid to engineers performing the same work.
- Full-time rank-and-file state scientists in 2020, on average, earned 27% less than state engineers in 2020 — \$83,586 compared to \$114,012 Environmental scientists in the Bay Area — where nearly a fifth of State Scientists work — earned 23% less than their counterparts in local government and about 41% less than federal scientists.

Read this important story at <https://bit.ly/3gHhNde>.



## CAPS Bargaining Team: FIGHTING FOR SALARY EQUITY, FIGHTING FOR YOU

The CAPS Bargaining Team (CAPS Team) has resumed bargaining with their State counterparts from the Department of Human Resources to reach a Memorandum of Understanding (MOU) that will replace the expired July 2018 – July 2020 agreement. (By law, the terms of the expired MOU remain in place until a successor MOU is in place). Equitable salaries for State Scientists remains the most significant hurdle, although the CAPS Team reports progress in other areas, including many non-economic sections of the contract.

Members – and only members – can read detailed, frequently updated bargaining reports at [capsscientists.org/caps-bargaining-updates/bargaining-updates](http://capsscientists.org/caps-bargaining-updates/bargaining-updates). The site is password protected.

If you are not a CAPS member, please join today to receive access to the Bargaining Updates page and all of the other valuable, members-only content on our official website, [www.capsscientists.org](http://www.capsscientists.org). And once CAPS and the State reach a tentative agreement, members – and only members – can vote on ratification.



## President's Column

Margarita Gordus

# WHY EVERY STATE SCIENTIST SHOULD BE A CAPS MEMBER

Here's some encouraging news: "Majorities of Americans continue to see the long-term decline in the share of workers represented by unions as a bad thing for both the country and working people in the United States," according to a recent Pew Research [survey](#).

Then there's this sobering news: "Overall, the government workforce in the United States shrank by 4,913 employees in 2021, but the number of public-sector union members decreased by 190,182," The 74 [website](#) reported from analyzing federal data.

Thankfully, California didn't follow that trend. Public employee unions here grew by about 15,000 members, the federal numbers show.

Still, events over the last four years have challenged CAPS and public employee unions nationwide, despite Americans' support for unions. There are many reasons for this, from anti-labor bills that became law, to the Janus decision, to challenges to recruiting new members in our work-at-home world.

That's why I'm grateful for every State Scientist who supports CAPS with their membership. CAPS is the sole labor organization the State recognizes to represent the 4,700 scientists in Unit 10 – rank and file, supervisors, and managers. Your support is crucial to CAPS' effective work on your behalf.

### Everyone in Unit 10 should be a CAPS member. Here are just a few reasons why:



CAPS is an independent union created by State Scientists, for State Scientists, and run by State Scientists.



CAPS's strength comes from individuals' commitment to speaking as one voice for State Scientists' pay, pensions, benefits, and jobs.



As you read this, CAPS is fighting for you at the bargaining table, and solidarity is key to accomplishing our goal for pay equity.



Member solidarity also underpins CAPS' excellent professional representation in the Capitol, the courts, the media, and the workplace. With more members, we can do more.



Members receive many exclusive benefits: informative emails and newsletters (like this CAPSule), access to our experienced and talented labor consultants and attorneys when you need them, opportunities to apply for professional development grants, dependent scholarships, and more. You'll find the complete list of member benefits [here](#).

So please encourage your colleagues who are not CAPS members to join. Consider emailing them this link to sign up: <https://capsscientists.org/application/>. Filling out the membership form takes less than two minutes. And remember, CAPS pays a bonus to members who refer applicants. Just make sure your name is entered in the "Referred by" box and CAPS will send you an incentive payment of \$50.

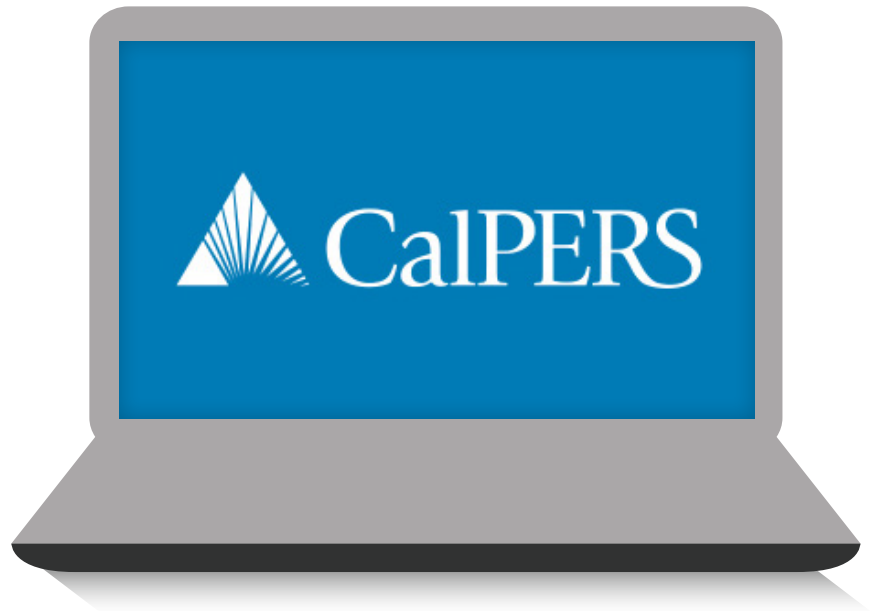
**Choose Unity. Choose Strength. Choose CAPS!**

# QUESTIONS ABOUT RETIREE BENEFITS? CALPERS HAS ANSWERS

CalPERS pension and retiree health-care benefits are the keys to living comfortably when your public service for the State of California is over. So whether you're just starting your career, nearing retirement, or somewhere in between, it is crucial to understand your post-employment benefits.

To educate its members, CalPERS hosts live monthly webinars that focus on specific topics of interest. The sessions convene mid-month on Wednesdays at 11 a.m. and last from 15 minutes to 45 minutes, depending on the subject. Scheduled subjects include "Your Retirement Calculation" (April 14), "Your Online Service Retirement Application" (May 12), and "Working After Retirement" (June 16).

The webinars are free for all CalPERS members, but registration is required. For more details and to reserve your spot, please click [here](#).



## CAPS GRANTS AVAILABLE – APPLY NOW!

Every quarter the CAPS Member Benefits Committee awards Professional Development Grants of up to \$400 to support scientific research and professional development not fully funded by the State.

The next quarterly deadline is June 1. Members may apply for expenses already incurred for previous events, and the Committee has lifted restrictions on funding travel that were in place due to COVID-19 concerns.

Certain criteria and restrictions apply to this program, so please see the pertinent details and a downloadable application by clicking [this link](#).

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