

## **Side Letter of Agreement Between California Association of Professional Scientists (CAPS), (Bargaining Unit 10) And The State of California**

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The State of California and CAPS agree to modify the existing agreement to include Government Code sections 3555.5 - 3559 (Public Employee Communication), which incorporates New Employee Orientation and the expansion of employee contact information provided to California Association of Professional Scientists.

### **New Employee Orientation**

- A. During any regularly scheduled orientation session for new employees, a Union representative shall be given the opportunity to meet with bargaining unit employees for twenty (20) minutes for orientation of the employees to the Contract and the Union. The Union representative shall suffer no loss of compensation for the purpose of attending these meetings.
- B. In work locations not accessible to regularly scheduled departmental orientation, each new bargaining unit employee shall be given the opportunity to meet with a Union representative for twenty (20) minutes during normal working hours for orientation to the Contract and the Union.
- C. Departments shall provide at least a 10-day notice of upcoming New Employee Orientation trainings with the location, date and the timeframe for the Union to address bargaining unit employees. A shorter notice may be provided in a specific instance when there is an urgent need critical to the employer's operations that was not reasonably foreseeable.

### **Employee Communication**

- A. Within 30 days of hire and every 120 days thereafter, departments shall provide bargaining unit employees' work, home, and personal cellular telephone number and personal email address(es) on file with the employer.
- B. It is agreed that the State shall provide each employee the opportunity to request that his/her home address, home telephone number, personal cellular telephone number, and personal email address(es) not be divulged to CAPS.
- C. Employee home address, home telephone number, personal cellular telephone number, and personal email address(es) shall be maintained as confidential by the Union. The Union shall take all reasonable steps to ensure the security of home address, home telephone number, personal cellular telephone number, and personal email address(es), and shall not disclose or otherwise make them available to any person, entity, or organization.
- D. The state shall not provide the home address, personal cellular telephone number and personal email address(es) for employees protected as a victim of

domestic violence, sexual assault, or stalking as set forth in Government Code section 6206.7.

- E. The information under this section shall not be deemed to be public records and shall not be open to public inspection except as set forth in Government Code section 6254.3.

Don Manwiller  
State of California, CalHR

2-20-18  
Date

Stephanie Lewis  
California Association of Professional Scientists

2-16-18  
Date