

HUMAN RESOURCES MEMORANDUM 00-014		DATE ISSUED: 04/18/2000
SUBJECT: MENTORING PROGRAM UPDATE		REFERENCE: None
TO: OFFICE/BRANCH CHIEFS, OFFICE INFORMATION OFFICERS; PERSONNEL LIAISONS		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The following units have reached agreements on Mentoring Leave. Mentoring Leave allows eligible employees to receive up to 40 hours of paid leave time per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities. General eligibility for mentoring leave is attached. The mentoring leave provision is described in the bargaining unit agreements.

- Unit 1: Professional Administrative, Financial and Staff Services
- Unit 2: Attorney and Hearing Officer
- Unit 3: Institutional Educators and Librarians
- Unit 7: Protective Services and Public Safety
- Unit 9: Professional Engineers in California
- Unit 10: Professional Scientific
- Unit 11: Engineering and Scientific Technicians
- Unit 12: Craft and Maintenance
- Unit 16: Physicians and Dentists
- Unit 19: Health Professionals
- Unit 21: Education, Library and Maritime

There is also a Personnel Management Liaison (PML) Memorandum 96-083 dated July 19, 1996, that outlines Mentoring Leave for managers, supervisors, confidentials, and other employees excluded from collective bargaining. The PML is available on the CalHR website at www.calhr.ca.gov.

Questions regarding information contained in this memorandum should be directed to Patti Fox, DGS Mentor Program Coordinator at (916) 327-2396.

LYNN W. CATANIA, Manager

cc: OHR staff

Attachment

Mentoring Leave

In order to be eligible for mentoring leave, an employee must:

1. Have a permanent full-time appointment;
2. Have successfully completed the probationary period for their current position; and
3. Have committed to mentor a child or youth through a bonefide mentoring organization for a minimum of one school year. (Most programs are aligned with the child's normal school year; however, there may be some that are less or more. Department management may make exceptions to the one school year commitment based on the mentor program that is selected.)

In addition, an employee is not eligible to receive mentoring leave if:

1. He or she is assigned to a "post" position in the Department of Corrections or the California Youth Authority; or
2. He or she works in a level of care position in the Department of Developmental Services and Mental Health or its equivalent in the Departments of Education and Veterans' Affairs.

While 24-hour care personnel and post position employees are not eligible for mentoring leave, it is strongly encouraged that they participate in mentoring activities.

An employee must use an equal number of hours of his or her personal time (approved annual leave, vacation, personal leave, personal holiday, CTO during the workday and/or personal time during non working hours) prior to requesting mentoring leave. For example, if an employee requests two hours of mentoring leave, he or she must have used two verified hours of his or her personal time prior to receiving approval for the mentoring leave. Mentoring leave does not have to be requested the same week or month as the personal time was used. It does, however, have to be requested and used before the end of the calendar year.

Mentoring leave approvals are subject to verification of time spent mentoring from a bonefide mentoring organization. Approval of requests is also subject to operational needs of the State, budgetary limits, and limitations imposed by law. Other leaves (e.g., vacation, annual leave, personal leave) requested by employees to mentor are subject to the same approval requirements in existing departmental policies.

The Mentoring Resource Center publishes a Mentor Program Directory listing mentor programs that have voluntarily completed a survey stating that they have implemented all Quality Assurance Standards adopted by the California Mentor Coalition. The Mentor Resource Center is located at:

California Mentor Initiative Office
Department of Alcohol & Drug Programs
100 "K" Street
Sacramento, CA 95814
1-800-444-3066
Web site: <http://calmentor.ca.gov>