

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: March 15, 2000
REFERENCE CODE: 2000-015

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Accounting Officers
Employee Relations Officers
Personnel Officers

FROM: Department of Personnel Administration
Policy and Operations Division

SUBJECT: Mentoring Update

CONTACT: Charlotte Gehringer, Personnel Management Analyst
(916) 323-6938, CALNET 473-6938
FAX: (916) 324-9393
Email: CHARLOTTEGEHRINGER@DPA.CA.GOV

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 96-038 dated July 19, 1996, that outlines Mentoring Leave for managers, supervisors, confidentials, and other employees excluded from collective bargaining. The PML is available on our website at www.dpa.ca.gov.



Bob Painter
Policy Manager

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 bonafide 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 bonafide 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>



State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: March 28, 2000
REFERENCE CODE: 2000-019

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Accounting Officers
Labor Relations Officers

FROM: Department of Personnel Administration
Policy and Operations Division

SUBJECT: Security of Pay Warrants and Direct Deposit Advice

CONTACT: Jerri L. Judd, Personnel Management Consultant
(916) 324-9415, CALNET 454-9415
FAX: (916) 327-1886
Email: JERRIJUDD@DPA.CA.GOV

This is to remind departments that Section 11.11 of the 1998-99 Budget instructs the Department of Personnel Administration (DPA) to advise all departments, boards, offices, and other agencies and entities of State Government of the requirement to ensure the confidentiality of pay warrants and direct deposit advice.

In order to protect the privacy of State employees and ensure the security of the payment of public funds, all departments, boards, offices, and other agencies and entities of the State shall distribute pay warrants and direct deposit advice to employees in a manner that ensures that personal and confidential information contained on the warrants and direct deposit advice is protected from unauthorized access. DPA asks that all departments review their current practices and, if needed, take the necessary steps to prevent unauthorized access of pay warrants and direct deposit advice.

If you have any questions regarding this memorandum, you may contact your department's Personnel Management Technician in the Classification and Compensation Program at DPA.


Peter J. Strom
Chief

