

State of California

MEMORANDUM

DATE: March 11, 1997

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 97-007

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers
Departmental Mentor Coordinators

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: Mentoring for Bargaining Unit 21 Employees

CONTACT: Gloria Moore Andrews
(916) 324-9373, CALNET 454-9373
Office Vision: DPA(GMANDREW)
INTERNET: GMANDREW@SMTP.DPA.CA.GOV
Fax (916) 322-0765

On Friday, March 7, 1997, the State reached agreement on the attached language with the California State Employees Association, Bargaining Unit 21, Education, Library and Maritime, regarding mentoring. The parties also agreed that although total agreement has not been reached on a successor agreement, the mentoring leave provision for Bargaining Unit 21 employees can be implemented immediately.

The provision should be interpreted the same as PML 96-038, regarding mentoring leave for non-represented employees, issued July 19, 1996.

If you have any questions regarding mentoring leave, please contact me at (916) 324-9373, CALNET 454-9373.



Gloria Moore Andrews
Labor Relations Officer

Attachment

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**AGREEMENT BETWEEN THE STATE OF CALIFORNIA AND THE CALIFORNIA STATE EMPLOYEES
ASSOCIATION, BARGAINING UNIT 21**

Mentoring Leave

- a. Eligible Bargaining Unit 21 employees may receive up to forty (40) hours of "mentoring leave" per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities. "Mentoring leave" is paid leave time which may only be used by an employee to mentor. This leave does not count as time worked for purposes of overtime. "Mentoring leave" may not be used for travel to and from the mentoring location.
- b. An employee must use an equal number of hours of his or her personal time (approved annual leave, vacation, personal leave, personal holiday, or CTO during the work day and/or personal time during non-working hours) prior to requesting "mentoring leave." For example, if an employee requests two (2) hours of "mentoring leave", he or she must have used two (2) verified hours of his or her personal time prior to receiving approval for the "mentoring leave". "Mentoring leave" does not have to be requested in 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.
- c. Prior to requesting mentoring leave and in accordance with departmental policy, an employee shall provide his or her supervisor with verification of personal time spent mentoring from the mentoring organization.
- d. Requests for approval of vacation, CTO, and/or annual leave for mentoring activities are subject to approval requirements in this agreement and in existing departmental policies. Requests for approval of mentoring leave are subject to operational needs of the State, budgetary limits, and any limitations imposed by law.
- e. 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.)
- f. In addition, an employee is not eligible to receive "mentoring leave" if:
 1. he or she is assigned to a "post" position in the Departments of Corrections or Youth Authority; or
 2. he or she works in a level of care position in the Departments of Developmental Services, Mental Health, Education and Veterans' Affairs.
- g. Any appeals and/or disputes regarding this section shall be handled in accordance with the Complaint procedure specified in Section 6.2 of this Contract.

