

State of California

MEMORANDUM

DATE: August 18, 1997

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 97-031

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Mentor Coordinators

FROM: Department of Personnel Administration  
Labor Relations Division

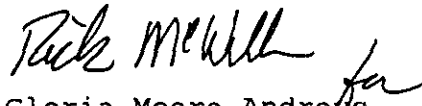
SUBJECT: Mentoring Leave - Unit 7

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On Friday, July 25, 1997, the State reached agreement on the attached language with the California Union of Safety Employees (CAUSE), Bargaining Unit 7, Protective Services and Public Safety, 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 7 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 the above number.

  
Gloria Moore Andrews  
Labor Relations Officer

Attachment



AGREEMENT BETWEEN THE STATE OF CALIFORNIA AND  
THE CALIFORNIA UNION OF SAFETY EMPLOYEES (CAUSE)

MENTORING LEAVE

- a. Eligible Bargaining Unit 7 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". "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.