

DAS Statewide Policy

SUBJECT: Support of Employee Participation in Mentoring Program **NUMBER:** 10.030.03
DIVISION: Human Resource Services Division **EFFECTIVE DATE:** 11/30/04

APPROVED: Signature on file with the Human Resource Services Division

POLICY STATEMENT: The State of Oregon recognizes the important role that children play in the State of Oregon's future and we, as an employer, support and encourage employee's participation in programs which are aimed at mentoring children and families. The State is committed to the greatest extent possible, to responding to those needs through flexible work schedules.

AUTHORITY: ORS 240.145(3)

APPLICABILITY: All employees except where collective bargaining agreement language conflicts.

ATTACHMENTS: None

DEFINITIONS: See HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

POLICY:

(1) The State of Oregon recognizes the important role that children play in the State of Oregon's future and we, as an employer, support and encourage employee's participation in programs which are aimed at mentoring children and families. The State is committed to the greatest extent possible, to responding to those needs through flexible work schedules.

(a) The following State policies and administrative rules may be used to support the efforts of State employees participating in mentoring programs for children and families:

- (A) Flexible Work Schedule - as defined in HRSD State Policy 10.000.01(42), Definitions, and referred to in HRSD State Policy 20.005.20, Fair Labor Standards Act, or an applicable collective bargaining agreement.
- (B) Job Sharing – OAR 105-040-0070, Alternate Methods of Filling Positions, or an applicable collective bargaining agreement.
- (C) Personal **Business** Leave – HRSD State Policy 60.000.10, Special Leaves with Pay, or an applicable collective bargaining agreement.
- (D) Vacation Leave – HRSD State Policy 60.000.05, Vacation Leave, or an applicable collective bargaining agreement.
- (E) Leaves without Pay – HRSD State Policy 60.000.11, Leaves without Pay, **and HRSD State Policy 60.000.12, Statutorily Required Leaves with and without Pay**, or an applicable collective bargaining agreement.