

<p><b>Responsible Official (Title):</b> AVP for Human Resources <b>Responsible Office:</b> Human Resources <b>Responsible Division:</b> Administrative Services</p>
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## **Policy on Release Time for Staff Volunteers for Community Service**

### **1. Policy Statement**

- 1.1 Employees of California State University, Fresno occasionally may be asked to volunteer their time in a community project where they can be a valuable resource. In some cases, the employee may identify a community need that can be addressed by university volunteers interested in providing a service on a limited basis. It is consistent with the Governor's philosophy expressed in Executive Order W-132-96 (attached) that the employees of our university be allowed to respond to local needs beyond the regular job responsibilities.
- 1.2 In addition, current university planning efforts have emphasized the need for Fresno State to serve its community in meaningful ways that are consistent with the mission of the university. We are all encouraged to reach out to our community, involving ourselves in the solutions to problems of mutual interest.

### **2. Authority**

California Executive Order W-132-96.

### **3. Scope/Applicability**

This policy applies to all faculty and staff of California State University, Fresno.

### **4. Exclusions – N/A**

### **5. Supersedes – N/A**

### **6. Definitions – N/A**

### **7. Policy Procedures**

- 7.1. Employees may be released to volunteer up to forty (40) hours per calendar year for community service if the following conditions are met:
  - 7.1.1. The volunteer project has been approved by the appropriate Dean or Director and has been reviewed by Human Resources or Academic Personnel for consistency with relevance to Executive Order W-132-96, university policies, and collective bargaining agreements.
  - 7.1.2. The state compensated hours to be volunteered do not exceed 40 in any calendar year.
  - 7.1.3. The state compensated hours to be volunteered have been approved by the supervising manager and do not conflict with the operational needs of the department, budgetary limitations, or negatively impact the health or safety of the campus.
  - 7.1.4. Employees match the compensated time provided with their own personal time.

7.2. Employees wishing to participate should complete the Request for Volunteer Community Service form (located in the Human Resources Documents and Forms website) and secure the appropriate signatures before being granted time off of work. It is the responsibility of each manager to keep track of the hours volunteered each calendar year.

7.3. The 40 hours on work time must be matched by 40 hours of personal time. The personal match may be done on weekends, after work hours, or on personal leave hours (e.g. vacation or CTO). It is recommended that the work hours be regularly matched throughout the year rather than waiting until all 40 work hours are used. For example, ten hours of work time might be matched with ten hours of personal time before another ten hours of work time is granted.

**8. Related Policies, Procedures, Information, Forms**

California Executive Order W-132-96  
Request for Volunteer Community Service

**9. Contact Information**

If you have any questions, please contact Human Resources at 559.278.2364.

**10. Key Search Words**

Community service, volunteer, release time

**11. History/Revision Dates:**

Approved:	March 1998
Reaffirmed:	October 15, 2015
Evaluation Date Revised:	December 4, 2015

**12. Next Evaluation Date:** October 15, 2020

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EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

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EXECUTIVE ORDER W-132-96

WHEREAS, California suffers from a crisis of juvenile crime, Adolescent alcohol and drug use, Academic failure, and teenage and out-of-wedlock pregnancy; and

WHEREAS, the facts demonstrate that a child who is not raised by both parents is more likely to become a juvenile delinquent, a teen parent, a school drop out, a recipient of public assistance, or an alcohol and drug addict than a child born to a married couple; and

WHEREAS, there is nothing better for keeping kids out of trouble than the love and active concern of both the child's mother and father. But in the absence of both parents, society – all of us – must see to it that kids receive the love and discipline, the nurturing and guidance that they need to become healthy, productive adults; and

WHEREAS, there are an estimated 78,000 children on waiting lists to be mentored and only 65,000 to 70,000 individuals in California currently engaged in mentoring youth; and

WHEREAS, a Public/Private Ventures study of the Big Brothers/Big Sisters program found that children who are mentored were less likely to initiate drug and alcohol use, to hit someone, and the skip school, and were more likely to show academic gains than the control group; and

WHEREAS, given the effectiveness of mentoring in helping young people, the State of California proposes to recruit, train, and place 250,000 mentors for at-risk children and youth by the year 2000; and

WHEREAS, state government currently engages in and promotes mentoring on a limited basis through programs at the California Conservation Corps, the Department of Alcohol and Drug Programs, the Department of Community Services and Development, the Department of Corrections, the Employment Development Department, the Franchise Tax Board, the Office of Child Development and Education, and the Lottery Commission; and

WHEREAS, the Administration has proposed \$15 million in state funding to promote and support mentoring activities for the 1996-97 Budget year; and

WHEREAS, although public resources are important, government has a role, but can be only a part of the response required of society to meet the challenge of expanding the number of caring, adult mentors; and

WHEREAS, creating a state level council comprised of the private sector, community-based organization, and other community leaders to partner with government to highlight the need for mentors and encourage Californians to volunteer their time to help at risk children and youth is critical to the goal of recruiting 250,000 mentors:

NOW, THEREFORE, I, PETE WILSON, Governor of the State of California, by virtue of the power and authority vested in me by the Constitution and statutes of the State of California, do hereby issue this order to become effective immediately:

1. Executive Order W-125.95 is rescinded in its entirety;
2. The California Mentor Council is created and shall be appointed by the Governor from representatives from business, the entertainment industry, community-based organizations and public entities. The Council shall:
  - a. Develop and implement a multi-year strategic plan to recruit, place, and train 250,000 mentors for at-risk children and youth by the year 2000;
  - b. Increase public awareness of the need for mentors and the benefits of mentoring enlisting the expertise and participation of the entertainment industry and media;
  - c. Recruit new mentors by assisting existing organizations to engage in replicate, or expand the reach of their mentoring effort;
  - d. Identify the most effective incentives to expand mentoring,

promote mentoring in the private sector through tax incentives and media awareness campaigns;

- e. Determine the viability for establishing a nonprofit organization to promote and expand mentoring;
3. State agencies, departments, boards, and commissions are directed to allow and encourage employees to mentor at risk children and youth and are hereby authorized to grant employees up to forty hours per year of compensated time to participate in mentoring activities during working hours, subject to the operational needs of the State, budgetary limits, limitations contained in Section 5, and any limitation imposed by law. Mentoring activities are defined as mentoring at-risk children and youth through a bonafide mentoring organization.
4. State employees must match any compensated time provided under Section 3 with their own personal time.
5. Due to public safety, public health care needs, and budgetary limitation, Department of Corrections and California Youth Authority “post” employees, as well as employees in state 24-hours care facilities, are excluded from compensatory time provisions of Section 3. These employees are encouraged to become mentors during non-working hours.
6. The Department of Personnel Administration is directed to meet and confer with employee organizations regarding the implementation of Section 3 as required by law.
7. The Department of Alcohol and Drug Programs is directed to disseminate a list of bonafide mentoring organizations to enable state government to comply with Section 3.
8. The University of California, the California State University, and the California Community Colleges are requested to comply with Section 3.
9. The Superintendent of Public Instruction is requested to comply with Section 3.
10. The Mentor Resource Center is directed to serve as a central point of contact for state agencies and the general public for the dissemination of mentoring information. The Center shall maintain a database for mentor program referrals, a toll-free telephone line for public inquiries regarding mentoring, and Internet access to its resources.

11. The California Conservation Corps is directed to expand the “Ambassadors Program” which trains second year corps members to promote mentoring in local communities throughout the State.
  
12. The California Youth Authority is directed to expand both the “Young Men and Fathers” and “Preparing for Positive Parenting” programs at all institutions, camps, parole offices, and residential drug treatment programs by December 31, 1997.



IN WITNESS WHEREOF I have hereunto set  
my hand and caused the Great Seal of the  
State of California to be affixed this 3<sup>rd</sup>  
day of April 1998.

*Pete Wilson*  
Governor of California

ATTEST:

*Bill Jones*  
Secretary of State