

Sandoval County Board of County Commissioners

Agenda Item Summary

AGENDA ITEM # 10-2-14.10

1. REQUESTED MOTION

ACTION REQUESTED:

Adopt Resolution No. 10-2-14.10 Amending Sandoval County's Personnel Rules and Regulations Article VIII LEAVE AND HOLIDAYS to include VIII.10.5 Parent-Teacher Conference Administrative Leave

WHY ACTION IS NECESSARY (Summary):

Governor Martinez signed an executive order directing state agencies to provide administrative leave for employees with school-aged children. Commission approval is required to amend Sandoval County's Personnel Rules and Regulations. VIII.10.5 is the policy and procedure for requesting and granting administrative leave.

2. REQUESTOR

COMMISSIONER SPONSORED: YES NO

DISTRICT: DISTRICT 1 DISTRICT 4
 DISTRICT 2 DISTRICT 5
 DISTRICT 3

DIRECTOR / ELECTED: Patricia Miller
 DIVISION: Human Resources
 ELECTED OFFICE:

ATTACHMENTS: YES NO

3. MEETING DATE

October 2, 2014

4. AGENDA (To be completed by County Manager)

- PROCLAMATION
- PRESENTATION
- CONSENT
- REGULAR
- APPEAL

5. RECOMMENDATIONS

Recommend Board of County Commission approval.

6. FISCAL IMPACT

Hourly salary of employee taking administrative leave.

7. RECOMMENDED APPROVAL (Initials & Date)

Department Director/Elected Official PM 9/24/14	Human Resources PM 9/24/14	Purchasing _____	Attorney As to Form PFT 9/24/14	Finance Budget CCH 9/24/14	County Manager PPR 9/24/14	Other _____

8. COMMISSION ACTION

Approved Denied Deferred Other



SANDOVAL COUNTY

Resolution No. 10-2-14.10

A RESOLUTION AMENDING SANDOVAL COUNTY'S PERSONNEL RULES AND REGULATIONS ARTICLE VIII LEAVE AND HOLIDAYS TO INCLUDE VIII.10.5 PARENT-TEACHER CONFERENCE ADMINISTRATIVE LEAVE

WHEREAS, the Governor of the State of New Mexico signed executive order 2014-007 that authorized state employees administrative leave to attend parent-teacher conferences and in the executive order it encourages local governments to make similar accommodations for employees; and

WHEREAS, studies have shown that when families and schools work together in promoting education students are more likely to have improved social skills, earn better grades, enroll in higher-level classes, complete their coursework, and be more successful in the workforce upon graduation; and

WHEREAS, parent-teacher conferences are a critical way in which parents can become informed and involved in their child's education; and

WHEREAS, many working parents find it difficult or impossible to attend parent-teacher conferences scheduled during regular working hours; and

WHEREAS, it is in the best interest of the children in New Mexico communities that employees attend parent-teacher conferences as one means of actively engaging in the education of their children and promoting education; and

WHEREAS, Sandoval County strongly supports all efforts to promote parental engagement in education and considers it a critical factor in youth achieving success in the workplace; and

WHEREAS, the Sandoval County Board of County Commissioners, Sandoval County, New Mexico, desires to adopt a policy and procedure for granting administrative leave for County employees with school-aged children so they can participate in parent-teacher conferences.

NOW, THEREFORE, BE IT RESOLVED that Sandoval County hereby incorporates Section **VII.10.5 Parent-Teacher Conference Administrative Leave** into Article VIII LEAVE AND HOLIDAYS of the Sandoval County Personnel Rules & Regulations.

APPROVED AND ADOPTED by the Governing Body of Sandoval County, New Mexico, this 2nd day of October, 2014.

**BOARD OF COUNTY COMMISSIONERS
OF SANDOVAL COUNTY**

Darryl F. Madalena, Chairman

ATTEST:

Orlando Lucero, Vice Chairman

Eileen Garbagni, County Clerk

Nora Scherzinger, Member

APPROVED AS TO FORM:

Don G. Chapman, Member

Patrick Trujillo, County Attorney

Glenn Walters, Member

1 **VIII.10.5 Parent-Teacher Conference Administrative Leave**
2

3 These guidelines shall apply to all eligible employees who attend parent-teacher
4 conference(s) at their child or children's school(s) utilizing paid administrative leave granted
5 pursuant to this section of the Sandoval County Personnel Rules and Regulations.
6

7 1. Definitions
8

9 a) "Child" or "Children" means a person or persons 18 years-old or
10 younger who is enrolled in School, and who is or are the biological child(ren),
11 legally adopted child(ren), foster child(ren), stepchild(ren), or legal ward(s) of
12 an eligible employee.
13

14 b) "Eligible employee" means any person employed by the County with
15 a child or with children enrolled in a School.
16

17 c) "Fall semester" means August through December.
18

19 d) "School" means a single attendance center in which instruction is
20 offered by one or more teachers and is discernible as a building or group of
21 buildings generally recognized as either a licensed child care center,
22 preschool, elementary, middle, junior high, or high school, or any
23 combination of those, including charter schools, state institutions, and private
24 schools, but not including home schools.
25

26 e) "Spring semester" means January through May.
27

28 2. A Division Director or Elected Official may grant an eligible employee the
29 following amounts of paid administrative leave for parent-teacher conferences:
30

31 a) Eligible employees with three (3) or more children may be granted up to
32 four (4) hours of paid administrative leave during the Spring semester, and
33 up to four (4) hours of paid administrative leave during the Fall semester
34 for parent-teacher conferences;
35

36 b) Eligible employees with one (1) child or two (2) children may be
37 granted up to two (2) hours of paid administrative leave during the Spring
38 semester, and up to two (2) hours of paid administrative leave during the Fall
39 semester for parent-teacher conferences.
40

41 3. The available amount of administrative leave may be granted provided that:
42

43 a) The express purpose of the leave is to attend a parent-teacher conference
44 during the eligible employee's normal work day, including reasonable travel
45 time;
46

47 b) The leave is requested for the parent-teacher conference for a child
48 enrolled in a school in grades pre-kindergarten (Pre-K) through twelve (12),
49 and is not being requested for parental participation or assistance in extra-
50 curricular school activities (i.e. sporting events, orientations, ceremonies, field
51 trips, registrations, etc.);

52
53 c) The eligible employee provides reasonable notice to their Division
54 Director or Elected Official regarding any scheduled parent-teacher conference
55 in an effort to avoid disruptions to the operational needs of the County;

56
57 d) The eligible employee follows the required procedures to request paid
58 administrative leave for the parent-teacher conference;

59
60 e) On the day of the parent-teacher conference, the eligible employee
61 reports to work during regularly scheduled hours, except for the leave taken
62 pursuant to this policy, unless the eligible employee has requested and uses
63 other available leave in accordance with the Sandoval County Personnel Rules
64 and Regulations.

65
66 4. Two (2) eligible employees may request available leave to attend the same
67 scheduled parent-teacher conference(s) for their child (ren).

68
69 5. An eligible employee requesting administrative leave shall:

70
71 a) Attempt to schedule their child's conference so that their absence will
72 have the least possible impact on the work unit. Once the conference is
73 scheduled, the employee must complete the appropriate County form and
74 submit it to their direct supervisor;

75
76 b) Complete a Request for Leave form identifying the requested leave as
77 Parent Teacher Conference Administrative Leave.

78
79 c) Identify the leave as Parent Teacher Conference Administrative Leave
80 when completing their time sheet for the pay period in which the leave was
81 utilized.

82
83 6. A Division Director or Elected Official receiving the appropriate form shall
84 review the form and the leave request to ensure compliance with the policy prior to granting
85 the requested leave.

86
87 7. Denial of Parent Teacher Conference Administrative Leave is not grievable.
88



Sandoval County
REQUEST FOR PARENT-TEACHER CONFERENCE ADMINISTRATIVE LEAVE

EMPLOYEE INFORMATION:

Division/Location: _____

Name: _____

Telephone: _____

Job Title: _____

Email: _____

One (1) or two (2) children, up to two (2) hours of leave per semester
Three (3) or more children, up to four (4) hours of leave per semester

Number of Children:

1. Child's Name _____

Grade ____ School _____

2. Child's Name _____

Grade ____ School _____

3. Child's Name _____

Grade ____ School _____

4. Child's Name _____

Grade ____ School _____

5. Child's Name _____

Grade ____ School _____

1. Date of Conference: ____/____/____ Fall ____ Spring ____

Period of Leave: From _____ AM / PM

To _____ AM / PM

Conference is for (child) _____

Teacher Name / Phone _____

2. Date of Conference: ____/____/____ Fall ____ Spring ____

Period of Leave: From _____ AM / PM

To _____ AM / PM

Conference is for (child) _____

Teacher Name / Phone _____

Total number of Parent-Teacher leave hours utilized to date ____

School conference schedule(s)/ appointment reminder(s) attached ____

I certify that the information provided in this request form is true and accurate:

Employee Signature

Date

To be completed by employee's supervisor

The employee is eligible for ____ hours of Parent-Teacher leave.

The employee has utilized ____ hours of Parent-Teacher leave hours to date for the ____ Spring Semester (Jan-May) ____ Fall Semester (Aug-Dec).

Documentation of the conference date/time has been provided. __Yes __No

____ Approved Not Approved ____ Note _____

Supervisor's Signature

Date

Department Head/Designee Review & Approval

Director/Elected Official

Date

ATTACH THIS FORM TO EMPLOYEE TIME SHEET. IDENTIFY LEAVE AS PARENT-TEACHER CONFERENCE ADMINISTRATIVE LEAVE