



## **1. Scope and Purpose**

1.1 Scope: The Pilot Public School Mentoring Program is one way in which the City of Sacramento seeks to generate partnerships and resources to support youth services through the Office of Youth Development. The program involves the establishment of a policy that allows management to approve paid/unpaid release time for city employees who participate in approved youth mentoring programs in public schools operating within the city of Sacramento.

1.2 Purpose: This policy allows and encourages City of Sacramento employees to engage in school-based mentoring activities through approved mentoring agencies and school programs. The Office of Youth Development will work with the Greater Sacramento Mentoring Coalition to identify mentoring programs active within the public school districts in the City and meeting standards of effective practice set by the State of California, Governor's Mentoring Partnership.

1.3 Objectives: This policy supports the Mayor and City Councilmembers' strategic planning focus areas of Public Safety and Sustainability and Livability as identified in the Blueprint for Strategic Budgeting. The policy serves as a key strategy in support of the Office of Youth Development to help our youth succeed academically, keep our youth safe and help them become productive, contributing members of our community. This policy provides City employees the opportunity to support public school mentoring efforts and acquaint them with the benefits of mentoring for youth in a positive "coach" and role model environment.

## **2. Definition**

Mentoring activities include structured, one to one relationships which are focused on the needs of at risk children or youth, organized through a bonafide mentoring organization.

## **3. Mentoring Release Time**

3.1 The Pilot Public School Mentoring Program Leave Policy allows City employees up to forty (40) hours per year of paid mentoring release time. No more than one hour of paid Mentoring Leave time may be utilized in a work week. The approved release time does not count as time worked for the purposes of overtime.

3.2 Approval for Mentoring Release Time is solely at the discretion of City management. Approval for Mentoring Release Time will be decided by the employee's Department, via the employee's supervisor, department head and/or division head. Approval will be subject to the operational needs of the City, budgetary limits and any limitations posed by law. Requests for Mentoring

Release Time must not unduly impact or adversely affect the employee's work, his or her department, or cause an overtime liability. Use of paid Mentoring Release Time will not be granted to an employee for the purpose of mentoring a family member of the employee.

#### **4. Eligible Employees**

To be eligible to participate in the Pilot Public School Mentoring Program, employees must:

1. Have permanent, full-time appointment with the City.
2. Have successfully completed the probationary period for their current position.
3. Have committed to mentor youth through an approved mentoring program for a minimum of one year. There may be exceptions to the one-year commitment depending on the parameters of the mentoring program selected.
4. Use their personal time for mentor training, as well as, any support meetings affiliated with the program.
5. Track their mentoring hours through the approved timesheet.
6. Have approval of their department head, division head, and/or immediate supervisor to participate in the Pilot Public School Mentoring Program. All release time requests must be pre-approved and shall be submitted at least thirty (30) days in advance of the anticipated leave.
7. Use all mentoring leave hours within one year of accrual.

#### **5. Leave Approval**

Approval for Mentoring Release Time is solely at the discretion of the City. Mentoring leave approvals shall be subject to verification of time spent mentoring from the approved mentoring organization. Other leaves such as vacation, holiday, ATO, which are requested by employee to mentor, are subject to the same approval requirements in existing departmental policies.

#### **6. Procedures**

- 6.1 Employee interested in mentoring requests information and a copy of approved mentoring programs from the Office of Youth Development.
- 6.2 Employee reviews requirements of the program and the list of approved mentoring programs.
- 6.3 Employee contacts the mentoring program(s) of interest to ask specific questions regarding the application, screening, training process, the number of

hours required, and the length of commitment.

6.4 The employee selects a mentoring program and begins the orientation and application process, and begins the criminal background check. The employee notifies his/her supervisor in writing of his/her intent to participate in the Pilot Public School Mentoring Program.

6.5 The employee's supervisor, department or division head approves or denies the Mentoring Release Time request.

6.6 After being accepted as a mentor by an approved mentoring program and being matched with a mentee, the employee submits the Mentoring Leave Request Form to the Office of Youth Development.

6.7 After Mentoring Leave Request Form is forwarded to the Office of Youth Development and the employee obtains permission from his or her department to participate in the Pilot Public School Mentoring Program, the employee's name will be added to the official list of City of Sacramento mentors. All employees must have a Mentoring Leave Request Form on file with the Office of Youth Development.

6.8 If the employee plans to extend his/her mentoring service, a new Mentoring Leave Request Form must be completed and submitted to his/her supervisor and forwarded to the Office of Youth Development.

## **7. Recruitment**

The City will encourage employees to participate in the Pilot Public School Mentoring Program and will offer approved agencies the opportunity to provide informational presentations and participate in the city-organized Wellness Expo as well as other outreach opportunities.

## **8. Supervision**

The approved mentoring agency or school program will provide screening (including fingerprinting and background check), interviewing, training and matching with a compatible mentee, as well as supervision of the employee during his or her involvement in the mentoring program. The approved mentoring agency or school program will provide continued support to ensure a successful mentor/mentee experience and may accept or reject, extend or terminate the mentor at their discretion.

## **9. Reporting**

The approved mentoring agencies and school programs will be asked to submit semi-annual reports updating the Office of Youth Development on the status of

City of Sacramento employee mentors, number of hours served and outcomes noted.

## **10. Program Administration and Evaluation**

The Pilot Public School Mentoring Program will be administered by the Office of Youth Development and will continue for one year. At that time a report evaluating the implementation of the program, how it is being experienced, and whether changes are needed to address any problems will be created as well as detailing program outcomes that have been measured by the approved mentoring programs. Based on the program results, the Pilot Public School Mentoring Program may be extended.

*City of*  
**SACRAMENTO**

**MENTORING LEAVE REQUEST FORM**

**Initial Request**

**Renewal**

**Fiscal Year**

**Instructions:** After discussing the mentor program with your supervisor secure the necessary signature(s) and distribute copies as follows:

1. Original to the Department of Human Resources, Administration Division
2. Copy to Supervisor
3. Copy to Employee

EMPLOYEE'S NAME	TELEPHONE NUMBER	EMAIL
DEPARTMENT	DIVISION	
EMPLOYEE SIGNATURE	DATE	

**I request to participate in the City of Sacramento's Public School Mentoring Leave Program. I understand that mileage is not reimbursable under travel or per diem. I understand that, if approved by my supervisor, I will be allowed to use up to forty (40) hours of Paid Mentor Leave per year for mentoring activities with an approved mentoring program. I agree to be responsive to workload considerations, which may require occasional adjustments to mentoring activities. I will code "MNTU" on my timesheet to denote the time used for mentoring.**

Please provide information about the mentoring program you will be assisting:

PROGRAM NAME	TELEPHONE NUMBER
PROGRAM COORDINATOR	EMAIL

Please check one:      Approved                       Not Approved

SUPERVISOR'S SIGNATURE	DATE
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## RECORD OF MENTORING ACTIVITIES/PROGRAM EVALUATION

REPORTING PERIOD Fiscal Year \_\_\_\_\_

1<sup>st</sup> Quarter (July – Sept.)

3<sup>rd</sup> Quarter (Jan. – Mar.)

2<sup>nd</sup> Quarter (Oct. – Dec.)

4<sup>th</sup> Quarter (Apr. – June)

EMPLOYEE'S NAME	DEPARTMENT	DIVISION
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Employees are responsible for (1) recording and tracking their own mentor hours, (2) providing the supervisor with verification of mentoring from a bona fide mentoring organization, and (3) obtaining the supervisor's approval to use Paid Mentor Leave. All hours mentored should be recorded (even after the 40 hours have been achieved) for reporting purposes. Complete this form on an ongoing basis and submit quarterly to the Department of Human Resources, Administration Division.

Date of Activity	Name of Organization/Activity	# of Males	# of Females	Hours* Used
Total		0	0	0.00

Please check the appropriate boxes which demonstrate the successes achieved by your mentee(s).

Improved self-esteem

Improved social skills

More smiles

Improved grades

Increased communication

Decreased hostility

Improved attendance

More enthusiasm

Reduced detentions

Improved interactions with peers

More volunteering in class

Other

Comments:

### EMPLOYEE CERTIFICATION

I certify that I have participated in the mentoring activities identified above on the dates indicated and that these activities were conducted through a bona fide mentoring organization.

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE

1. Original to the Department of Human Resources, Administration Division
2. One COPY to be retained by Supervisor
3. One COPY to be retained by Employee