

CITY OF CORAL SPRINGS ADMINISTRATIVE POLICY MANUAL	
CHAPTER: 06 HUMAN RESOURCES POLICIES	POLICY #: 06.11.13
SECTION: 11 MISCELLANEOUS	OFFICE/DEPARTMENT: HUMAN RESOURCES
SUBJECT: 13 MENTORING PROGRAM	EFFECTIVE DATE: 01/01/03
	CITY MANAGER: MICHAEL S. LEVINSON
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PURPOSE

The Employee Mentoring Program is in response to the Governor’s Municipal Mentoring Initiative. Its purpose is to encourage employees to actively assist in the positive development of our community’s youth by becoming volunteer tutors and mentors in our local public schools.

ELIGIBILITY

Employees in full-time and part-time regular budgeted positions are eligible for up to two (2) hours per two week pay period of paid mentoring leave.

PROVISIONS

- A. Interested employees must submit a Mentor Application to Human Resources through their Department Director. Directors must approve employee participation in writing prior to enrollment in the program. Employees will be notified upon acceptance into the program. Note: As determined by the Florida Department of Law Enforcement (FDLE), background checks may be conducted on employees prior to program participation.
- B. Approval for participation is solely at the discretion of the City. It is expected that any employee’s involvement will not unduly impact or affect his/her respective department or cause an overtime liability. For these reasons, the City reserves the right to approve, disapprove, or limit release time participation at any time.
- C. Mentoring or tutoring is only authorized at public schools within the City of Coral Springs borders. All volunteering takes place on school grounds during the school day. Local school activities that are approved include tutoring assignments, coaching, awards ceremonies, guest speaking, career day activities, participating in Partners for Excellence programs, and assisting in after school homework centers. Inactive participation such as watching a sports event is not authorized for leave within the scope of this policy.
- D. Mentor leave is not authorized for tutoring or assisting an immediate family member or for anyone living in the employee’s residence.
- E. Confirmation from the school receiving the service must be documented on the appropriate form for the employee to receive paid mentor leave. Travel time is included in the hours allowed.
- F. Mentor leave will not count as hours worked for overtime purposes.
- G. Use of Mentor leave under false pretenses and/or falsification of records shall be grounds for disciplinary action up to and including termination.

- H. This policy may be amended or cancelled by the City at any time. No part of this policy shall be interpreted to create a prevailing right for any employee. No part of this policy is subject to grievances under City policy or union contracts.

- I. Once approved as a mentor, the employee must coordinate the Mentor leave schedule through the City's designated Mentor Coordinator, and submit their anticipated leave schedule on the appropriate form through their supervisor to their department director for approval. An acknowledging signature from the school is required on that form after the services have been rendered. This document must be submitted with the employee's timesheet for leave payment to occur.

HISTORICAL INFORMATION

This administrative policy shall supersede and replace all prior policies and procedures on the same subject.

APPROVED:

Michael S. Levinson, City Manager

Date