



Administrative Order

TITLE: MENTORING PROGRAM

NUMBER: AO-14
CANCELS: 12/14/10
APPROVED: 10/22/15
ORIGINATOR: Human Resources
REVIEW: 10/22/18

I. Purpose and Scope

To outline procedures for employees to participate in a student mentoring program in order to positively impact children and families in Brevard County.

II. Definitions and References

- A. Executive Order 99-212: Governor's Mentoring Initiative
- B. Form BC-58: Mentoring Program Interest and Tracking Form
- C. Mentoring Program Contact Information

III. Program Participation

- A. An employee interested in volunteering under this program must complete the top portion of *Form BC-58: Mentoring Program Interest and Tracking Form* and have it signed by his/her appointing authority. (Approval for participation in the program will be subject to operational needs, as determined by the appointing authority.)
- B. After obtaining approval from his/her appointing authority to participate in this program, an employee must then determine which program he/she would like to participate in and contact the organization to sign-up.
- C. The following is a list of eligible programs:
 - 1. Big Brothers/Big Sisters
 - 2. Brevard Public Schools Take Stock in Children
 - 3. Brevard Public Schools Elementary School Mentoring
 - 4. Brevard Public Schools Secondary School Mentoring
 - 5. Children's Home Society of Brevard
 - 6. Crosswinds Youth Services
 - 7. Guardian Ad Litem
 - 8. Parental Involvement in Children's Schools or Activities
 - 9. Special Needs Children's Programs/Initiatives

Others may be submitted for consideration

- D. The employee is required to complete the program's application, background check, and screening process.
- E. Once an employee has been accepted into a program, the completed *Form BC-58* is to be forwarded to the Office of Human Resources.
- F. Employees participating in this program shall receive up to one (1) hour of paid administrative leave per week, not to exceed five (5) hours per calendar month. Alternatively, a participant may use up to five (5) hours administrative leave for a single session on a monthly basis instead of one (1) hour each week.
- G. Program participants will not be eligible to receive mileage reimbursement. Subject to the approval of his/her appointing authority, additional administrative leave may be granted for travel time relating to the employee's participation in the mentoring program.

IV. Program Evaluation and Follow-Up

- A. Every six (6) months, Program participants are required to complete the bottom portion of *Form BC-58: Semi-Annual Tracking Information*. The following information must be included:
 - 1. Month employee participated;
 - 2. Number of hours contributed by the employee that were paid by Brevard County;
 - 3. Number of hours contributed by the employee that were on their own time;
 - 4. The tracking mechanism used by the Mentoring Program they participated in to evaluate the effectiveness of their involvement.
- B. The completed *Form BC-58* is to be forwarded to the Office of Human Resources.
- C. The Office of Human Resources will compile a semi-annual report outlining Program participation and Program outcomes.

V. Reservation of Authority

The authority to issue and/or revise this Administrative Order is reserved to the County Manager.


Stockton Whitten, County Manager


Date