

MENDOCINO COUNTY POLICY #34	MENTORING PROGRAM
ADOPTED: June 20, 2000 REVISED: May 22, 2001	ADOPTED BY: Minute Order REVISED BY: Minute Order

A policy for the use of paid leave time for County Employees who mentor vulnerable youth through quality-assured and school-based mentoring programs

To promote the health and well-being of the community as a whole, and as a direct response to the costs the County bears in dealing with youth who lack adult guidance in their lives, the County of Mendocino recognizes the benefit of mentoring programs. The JUMP program, which is administered by Big Brothers/Big Sisters and Court Appointed Special Advocates, requires a time commitment of one hour per week to work with a high-risk youth in a school setting.

The Board of Supervisors hereby establishes the Mentoring Program (MP), which will allow County employees one hour of paid leave per pay period to participate as mentors in the JUMP school-based program within Mendocino County.

The following restrictions apply:

1. Prior approval by the department head, or person designated by the department head, is necessary to participate in activities scheduled during an individual's normal working hours. Requests will be subject to the same process and conditions of approval as other forms of paid leave. No overtime is authorized for mentoring participation.
2. Only mentoring services provided through the school-based JUMP program will be eligible under this policy.
3. One hour of paid leave time may be granted within each pay period for participation as a mentor in the JUMP program. Hours must be documented and verified by the authorized mentoring program administrator prior to submittal of hours to payroll clerks.
4. Employees are responsible for all costs associated with mentoring activities.
5. Participants agree to abide by the rules and requirements of the mentoring agency.
6. This program is strictly voluntary.
7. Participating mentoring agencies will monitor program compliance and provide the County with any appropriate monitoring data.