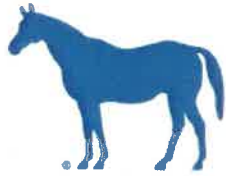


City Mentors Program Handbook



LEXINGTON

Created - September 25, 2018



PARTNERS FOR YOUTH



Dear Fellow Employees,

Every one of you has a gift that you can offer a young person in our great city of Lexington. The City Mentors Program gives you an opportunity to share your gift by being a mentor to local youth during work hours without having to use personal leave. Children and teens are so impressionable, which can make them vulnerable to negative things in their environment. As a mentor, you are able to help them beat the odds and arm them with the tools they need to succeed.

One kind word, gesture, or action can give a child the determination and drive he/she needs to achieve positive life goals. You might be surprised of what you learn from them too! They are our future leaders and with your help, they can do great things!

What are you waiting for? Become a City Mentor today.

Sincerely,

A handwritten signature in blue ink that reads "Briana Persley".

Briana Persley

Executive Director

Partners for Youth Foundation, Inc.

PARTNERS FOR YOUTH
101 East Vine Street, Suite 100
Lexington, KY 40507
Partners4youth.org

IDENTIFYING OPPORTUNITIES
DEVELOPING RELATIONSHIPS
ORGANIZING PARTNERSHIPS

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What is the City Mentors Program?

Lexington City Mentors Program is committed to connecting LFUCG full-time classified and unclassified civil service employees to those young people who are in need of positive role models in their lives. Mentoring our youth about job opportunities, life-skills, and schools work will make a difference. Our current partner organizations are: Big Brother Big Sisters, Fayette County Public Schools, Lexington Leadership Foundation, and Lexington Parks and Recreation.

ORDINANCE 14 - 2017

AN ORDINANCE CREATING SECTION 21-37(h) OF THE CODE OF ORDINANCES PROVIDING THAT CLASSIFIED CIVIL SERVICE EMPLOYEES MAY RECEIVE UP TO TWO (2) HOURS OF PAID LEAVE TIME PER WEEK TO PARTICIPATE IN THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT MENTOR PROGRAM TARGETING YOUTH; PROVIDING THAT AGENCIES PARTICIPATING IN THE PROGRAM MAY INCLUDE THE DIVISION OF PARKS AND RECREATION, FAYETTE COUNTY PUBLIC SCHOOLS AND ANY AGENCY THAT HAS A VALID DESIGNATION BY THE IRS AS 501(C)3) AND IS ELIGIBLE TO RECEIVE TAX DEDUCTIBLE CONTRIBUTIONS UNDER SECTION 170; AND PROVIDING THAT THE CHIEF ADMINISTRATIVE OFFICER MAY MAKE REASONABLE RULES AND REGULATIONS CONSISTENT WITH THIS SECTION; EFFECTIVE UPON PASSAGE OF COUNCIL.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 – That subsection 21-37(h) of the Code of Ordinances be and hereby is created to read as follows:

Sec. 21-37. - Leave of absence.

- (h) (1) A classified civil service employee may receive up to two (2) hours of leave time per week to participate in the Lexington-Fayette Urban County Government Mentors Program.
- (2) The purpose of this program is to allow employees to act as mentors for area youth.
- (3) Agencies participating in this program may include the Division of Parks and Recreation, Fayette County Public Schools and any agency that has a valid designations by the IRS as a 501(c)3) organization and is eligible to receive tax deductible contributions under Section 170.
- (4) This program is designed for employees to spend one-on-one time with youth. The following is a non-exhaustive list of examples of activities that do not qualify for leave under this program: coaching sports, working concession stands, volunteering at field day or other schoolwide events, or transporting students.
- (5) The Chief Administrative Officer is authorized to implement reasonable rules and regulations consistent with this section.

Section 2 - That this Ordinance shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL: February 9, 2017

MAYOR



ATTEST


CLERK OF URBAN COUNTY COUNCIL

PUBLISHED: February 16, 2017-1t
0048-17.MMM:X:\Cases\CAO\17-MS0008\LEG\00559509.DOCX

REFERENCE:

CODE OF ORDINANCES, SEC. 21-37. (H). – LEAVE OF ABSENCE (CITY MENTORS).

Policies

(1) Purpose

Investing in Lexington's children and youth is a priority to our Lexington Fayette Urban County Government. The Lexington City Mentors program is committed to connecting LFUCG employees to those young people who are in need of positive role models in their lives. We understand that our involvement in educating our youth about job opportunities, life-skills and school work will make a difference.

The purpose of this policy is to allow LFUCG full-time classified and unclassified civil service employees to act as mentors for area youth. This policy defines the structure of the Lexington City Mentors Program. This policy ensures consistent and effective guidance for program participants, as well as ensuring that all of the work functions of participants are consistently and efficiently performed.

(2) The Lexington City Mentors Program shall include mentoring for Big Brothers Big Sisters, Fayette County Public Schools, Lexington Leadership Foundation, Lexington Parks and Recreation. The program will be administered by Partners for Youth and may be expanded in the future.

(3) The program will partner with local organizations and LFUCG Parks & Recreation to work with at-risk youth. These organizations must:

- operate in compliance with all applicable federal, state and local laws,
- operate under currently valid articles of incorporation and by-laws, or other governing instrument which complies with federal and state laws,
- hold and maintain a currently valid designation by the IRS as a 501(c)(3) organization, and be eligible to receive tax deductible contributions under Section 170 of the Internal Revenue Code,
- fully comply with any state and local laws concerning the registration of charitable organizations,

- be financially responsible, as shown by the adoption of a detailed annual budget, the use of generally accepted accounting principles and procedures or other comprehensive basis of accounting, board of director's approval for deviations from the approved budget, a financial audit (at least bi-annually) or IRS form 990, and ability to limit administrative and fund-raising expenses to not more than 25% of annual receipts.

(4) LFUCG employees qualifying to participate in the program will be allowed up to two (2) hours per week, to be used during their regular work shift, in order to volunteer at one of the program's partner organizations with the purpose of mentoring at-risk youth in our community and shall commit to participate for a minimum of one (1) year. This time will be paid leave time.

(5) Employees participating in the program will use their own transportation to and from their mentoring site. Mileage will not be reimbursed.

(6) Should the partner agency require a training session for a participating employee that exceeds two (2) hours in a single week, that time will need to be taken as other applicable leave time.

(7) In order to participate, LFUCG employees:

- must be in good standing regarding attendance and disciplinary history,
- must attain a rating of 2.0 or above on their most recent Performance Appraisal, and
- must submit to a background check.

Employees must meet whatever qualifying restrictions are required by the partner agency. This might include an interview, supplying references and submitting to a separate background check. Supervisors, Directors and Commissioners shall have sole discretion over final approval for all employees within their division or department requesting and/or continuing participation in the program.

(8) Employees may continue to participate in the City Mentors program so long as they meet the requirements as stated in section (7). Should an employee fail at any time to meet these requirements, or should the employee be rejected by the partner agency, the employee will be

removed from the program and will not be allowed to reapply for participation for a period of no less than twelve (12) months.

(9) While working with the partner organization, employees are expected to adhere to all policies that govern their employment with LFUCG.

(10) If at any time a participating employee no longer wishes to participate in the program, the employee must inform their supervisor as well as the City Mentors coordinator in the Partners for Youth Office.

(11) The Lexington City Mentors Program will be evaluated on an annual basis.

Frequently Asked Questions

1. Where can I mentor?

In order to participate in this program, you must mentor at one of the four predetermined organizations. Those organizations are: Big Brother Big Sister, Lexington Leadership Foundation, Fayette County Public Schools, and LFUCG Parks & Recreation.

2. What will I be doing if I mentor?

You will be able to help kids academically through reading, or helping with homework, empower them to be leaders, and more.

**Reference pages 10-12 for more details.*

3. Why choose city mentors?

- You get to mentor for up to two (2) hours per week for (1) one year without having to use personal leave.
- Mentoring occurs during work hours.
- You will be a positive role model to an at-risk youth.

4. How do I get paid for the time I mentor?

Mentoring is considered paid leave, similar to Blood Donation leave and Community Projects leave, and you will record all mentoring time on your Mentoring Hours Sheet and turn it in to your Payroll Coordinator. As a paid leave category, this leave is not eligible for overtime or compensatory time accruals.

**Reference pages 12-14 for coding of time and Mentoring Hours Sheet.*

5. Will I go through a formal training to become a City Mentor?

If your department gives you approval to participate in this program, you will be referred to the organization of your preference. Each organization has their own requirements for mentors (i.e. applications, references, background checks, trainings, etc.). The organization you work with will walk you through their requirements.

Mentoring Locations & Descriptions

Organization Name	Program Needing Mentors & # of Mentors Needed	Brief Description of Program & Need	Contact for Volunteers	Major Requirements	Day/s & Times Needed
Big Brothers Big Sisters	William Wells Brown, Booker T. Washington & Breckinridge Elementary School-Plus Mentoring	One-on-one mentoring, combining academically focused guidance with elements of community-based mentoring. Meet with a student once a week for one hour, with other activities.	Natalie Thompson 231-8181 nthompson@bbbs-bluegrass.org	Orientation and training, application, interview & background checks	Weekly day/time to be scheduled with case manager and teacher, with several options available
Fayette County Public Schools	FCPS- Elementary School	R.E.A.L. READ is a program that focuses on reading mentors.	Christian Adair 859-381-4613 Christian.adair@fayette.kyschools.us	Background check, application, matching and training required through school or specific to volunteer service	Days and times vary
Fayette County Public Schools	FCPS- Middle and High School	GIVE 10	FCPS Give 10 Office 381-GIVE (4483)	State law requires a background check for all adult volunteers in public schools every four years. Human Resources in FCPS keeps a list of approved volunteers; for questions, call Veronica Murrell at (859) 381-4345.	Days and times vary

Organization Name	Program Needing Mentors & # of Mentors Needed	Brief Description of Program & Need	Contact for Volunteers	Major Requirements	Day/s & Times Needed
Lexington Leadership Foundation	Urban Impact "The Academy" (In school mentoring at Crawford Middle school.	An in school mentoring program at Crawford Middle School that empowers at risk youth to be leaders in their community.	Debbie Glenn 255-8551 dglenn@lexlf.org	Background check, 1 hour training, application & interview.	Meet as a group one time per week on Wednesdays from 11:00am to 1pm.
Lexington Leadership Foundation	Urban Impact "The Academy" after school mentoring at Woodhill Community Center	An after school mentoring program focusing on homework help and leadership development. Art enrichment activities are provided as well.	Debbie Glenn 255-8551 dglenn@lexlf.org	Background check, 1 hour training, application & interview.	Group setting and/or one-on-one Tuesdays and Thursdays 3-5:30pm. (commit to one day per week
Parks & Recreation	Community Centers	Community Centers are located throughout the city. Each one has specific needs.	Jacquelyn French 859-288-2955 jackief@lexingtonky.gov	Will be determined by the activity you want to participate in.	Varies



City Mentors Pre-Application

Name: _____ Employee Number: _____

Phone: (Work): _____ (Home): _____ (Cell): _____

Email Address: _____

LFUCG Division: _____ Position Title: _____

Supervisor: _____ Supervisor's Email: _____

Payroll Coordinator: _____ Payroll Coord. Email: _____

Director: _____ Director's Email: _____

Commissioner: _____ Commissioner's Email: _____

Program Preference

(Indicate your top preference):

Big Brothers Big Sisters

Fayette County Public Schools

Lexington Leadership Foundation

LFUCG Parks & Recreation

Day/time you wish to mentor each week: _____

Why are you interested in becoming a City Mentor?

Please list any interests, hobbies or special skill you have that may be used to match you with a mentee:

Signatures:

Employee: _____ Supervisor: _____

Director: _____ Commissioner: _____

Submitting this form to Briana Persley at bpersley@lexingtonky.gov indicates that the employee is approved to participate in the City Mentors Program by their Department and will be referred to a City Mentors program partner.

The employee will be contacted by the City Mentors program partner to begin their application, background check, and training process needed to be matched with a Mentee.



**Lexington City Mentors Program
(Mentoring Hours Sheet)**

Employee Name: _____ Employee #: _____

Department: _____ Supervisor: _____

Payroll Coordinator: _____

Mentoring Program:

Big Brothers Big Sisters FCPS Lexington Leadership Foundation Parks & Rec

Location of Mentoring: _____

Employee Signature: _____

Date: _____

Mentoring Representative: _____

(Print)

Mentoring Representative: _____

(Signature)

Date: _____

***Hours Documentation: Each time you mentor, you will need to get this form signed and turn it into your payroll coordinator so they can approve your time.**

Instructions on Coding Time

How do I code my time?

- If you have physically worked less than 40 hours in the week you are utilizing the leave, you should record this leave as MENT – Mentor Leave for pay purposes.
- If you have already physically worked more than 40 hours, you should record this leave as ZMENT – Unpaid Mentor Leave for tracking purposes. You can also utilize a combination of the two as needed.

For example, if you work 39 hours and utilize two hours of Mentor Leave, you would record one hour of MENT and one hour of ZMENT. Therefore, when utilizing MENT, while you must record the time spent mentoring, you will not be paid for mentoring when your actual time worked equals or exceeds 40 hours in any given week.

Reporting Mentor Leave on Timecard

Scenario One

An employee works 38 hours and uses 2 hours of Mentor Leave (MENT) on Wednesday.

From Monday 01/09/2017 to Sunday 01/15/2017								
Timesheet		Overrides						
Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	Time Reporting Code
8	8	6	8	8				REG - Regular Base Compens ▼
		2						MENT - City Mentor Program ¹ ▼

Scenario Two

An employee works 39 hours and uses 2 hours of Mentor Leave on Wednesday. Since the employee cannot report more than 40 hours of work and Mentor Leave combined, he/she must report 1 hour of paid Mentor Leave (MENT) and 1 hour of Mentor Leave for tracking purposes (ZMENT).

From Monday 01/09/2017 to Sunday 01/15/2017								
Timesheet		Overrides						
Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	Time Reporting Code
8	8	7	8	8				REG - Regular Base Compens ▼
		1						ZMENT - City Mentor Program ▼
		1						MENT - City Mentor Program ¹ ▼

Scenario Three

An employee works 32 hours, uses 8 hours of vacation on Monday and uses 2 hours of Mentor Leave on Wednesday. Since the employee cannot report more than 40 hours of work and leave combined, he/she can report 2 hours of paid Mentor Leave (MENT) and reduce the amount of used vacation leave to 6 hours.

From Monday 01/09/2017 to Sunday 01/15/2017									
Timesheet		Overrides							
Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	Time Reporting Code	
	8	8	8	8				REG - Regular Base Compens ▼	
6								VAC - Vacation ▼	
		2						MENT - City Mentor Program ▼	