2478 – Kansas Mentors: State Employee Mentoring Program

Kansas Mentors, established by Governor Sebelius in 2006, is "an initiative designed to connect existing mentoring programs with each other and to serve as a resource center for communities wishing to start a program. The purpose of Kansas Mentors is to promote the great mentoring opportunities in Kansas and find ways to recruit more Kansans to be a part of these efforts. All children deserve a caring adult role model in their lives to support and guide them; our mission is to help make this a reality.[1]"

Kansas Executive Order 08-10 authorizes full-time state employees (including those falling under the Kansas Board of Regents) 90 minutes of paid time each pay period (at Barton this will be in accordance with either the hourly or salaried employee pay period calendars as applicable) to volunteer in an approved Kansas Mentor's program. An approved mentoring program is one that is registered with the Kansas Mentors program and listed as a Kansas Mentors Gold Star Program at the following link: http://kansasmentors.kansas.gov/Pages/FindaProgram.aspx.

According to Bulletin 08-03,

"The up to 90 minutes of paid time must fall within the employee's regular work schedule and shall not be used during or result in overtime for non-exempt employees." "Time spent working with an approved mentoring program pursuant to this Bulletin shall be considered time worked for FLSA purposes." In addition, "Requests to spend time away from the worksite pursuant to this Bulletin must be submitted and approved in accordance with applicable agency procedures."

"Requests to spend time away from the worksite pursuant to this Bulletin may be denied for any of the following reasons:

a) The activity for which time away from the worksite is requested is not an approved mentoring program;
b) The request is not submitted and approved in accordance with agency procedures;
c) The most recent performance review rating of the employee requesting time away from work is unsatisfactory;
d) If, after considering reasonable alternatives and options, it is determined that the employee's absence will unreasonably interfere with the business of the agency and the services provided by the agency; and/or
e) For any other reason for which the appointing authority deems that the employee's absence would not be in the best interests of the State of Kansas."

Additional expectations of Bulletin 08-03 are that "Even while working with an approved mentoring program away from the worksite, State of Kansas employees are subject to the same expectations with respect to their conduct as they would be if they were performing their regular duties."

If any full-time Barton employee wishes to take advantage of this mentoring opportunity, he/she must have on file in the Office of Human Resources the completed and approved Kansas Mentors Program Request Form.

(Based on policy 1464; approved by President on 5-24-10)

[1] Source: Kansas Mentors: State Employee Mentoring Program brochure