2478 – Mentor Kansas: State Employee Mentoring Program

Established by Governor Sebelius in 2006, the state employee mentoring program (Mentor Kansas) 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. Mentor Kansas' mission is to promote safe and effective youth mentoring and inspire more Kansans to be mentors.

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 Mentor Kansas program. An approved mentoring program is one that is registered with Mentor Kansas and is listed in their Partner Directory.

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 Mentor Kansas State Employee Mentoring Request Form.

Contact(s): Director of Human Resources

Related Form(s): Mentor Kansas State Employee Mentoring Request Form

References: Kansas Executive Order 08-10; Bulletin 08-03

Relevant Policy or Procedure(s): 1464 – Political and Volunteer Activities of Employees

Approved by: President

Date: 5/24/10

Revision(s): 5/6/14; 10/28/19 (minor revision)