



## 1.21 Louisville Metro Government Metro Mentors Program

### 1.21(1)

#### **Purpose**

The future of Louisville rests in the hearts and minds of our young people. The work of creating a safe, vibrant and productive community belongs to us all; we must do all we can to plant the seeds of future growth and success in our young people. Metro Government is committed to doing our part to provide Louisville's youth with the tools they need for a bright future, and the most important resource is the experience and compassion that the older generation has to pass on to the younger.

The purpose of this policy is to allow all Louisville Metro employees to act as mentors for area youth. This policy defines the structure of the Louisville Metro Government Metro 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.

### 1.21(2)

The Metro Mentors Program shall include mentoring for Big Brothers Big Sisters, the Every 1 Reads program of JCPS, the Metro Right Turn program, and Y-Now at The Safe Place. The program will be administered by the Office of Safe and Healthy Neighborhoods and may be expanded in the future.

### 1.21(3)

The program will partner with local organizations and Louisville Metro Government departments and/or non-profit organizations that provide volunteer opportunities 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.

- 1.21(4) Metro 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 time.
- 1.21(5) Employees participating in the program will use their own transportation to and from their mentoring site. Mileage will not be reimbursed.
- 1.21(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 also be made available to the employee as paid time.
- 1.21(7) In order to participate, Metro employees:
- must be under no disciplinary action by Metro Government,
  - must be in good standing as regards attendance,
  - must attain a rating of "Meets Expectations" 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. In addition, Department Directors must have final approval over all employees within the department participating within the program to ensure that overall departmental operation needs are met at all times and are not affected by participation.
- 1.21(8) Employees may continue to participate in the Metro Mentors program so long as they meet the requirements as stated in section 1.21(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.
- 1.21(9) While working with the partner organization, employees are expected to adhere to all policies that govern their employment with Metro Government. Any reports of misconduct coming from representatives of

the partner organization will be deemed as having occurred on the job and will be dealt with accordingly.

- 1.21(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 Metro Mentors coordinator in the Office of Safe and Healthy Neighborhoods.
- 1.21(11) The Metro Mentors Program will be evaluated on an annual basis.