



Lexington City Mentors Program

(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 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 under no disciplinary action by LFUCG,
 - 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, Supervisors and Commissioners 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.
 - (8) Employees may continue to participate in the City 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.
 - (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.