



EMPLOYEE YOUTH MENTORING GUIDELINES

Definition of the Program

In accordance with [Nebraska Revised Statute 81-1392](#), State of Nebraska employees wishing to participate in an approved youth mentoring program can request to adjust their current work schedules up to one hour per week if the employee meets the following state-approved guidelines.

Eligibility Requirements for Participation

The following are the eligibility requirements for participation:

- The employee's current performance review is satisfactory and the employee is not currently on a performance improvement plan
- For paid leave, the mentoring program is on the list of approved youth mentoring programs through Mentor Nebraska (see link to list below). For recognition, the organization must be vetted through the Department of Administrative Services (DAS).
- The employee follows agency guidelines in submitting request to adjust time
- The employee meets all background checks and additional requirements of the mentoring program
- The employee signs the "Accident Waiver and Release of Liability" form

An agency may deny a request if the employee's absence is not in the best interest of the State, interferes with agency operations and/or services, or the employee does not meet the eligibility requirements.

Employees must provide their supervisors proof (email, confirmation letter, etc.) that they have met all background checks and additional requirements of the mentoring program they choose.

Each agency is responsible for verifying the youth mentoring program that the employee is volunteering for is on the approved mentoring list. The approved mentoring list is available at the following link:

[https://www.mentornebraska.org/get-involved/nebraska-state-employees/.](https://www.mentornebraska.org/get-involved/nebraska-state-employees/)

Leave Time

Upon authorization from the employee's supervisor, employees wishing to participate are allowed one hour of paid leave per week to mentor.

State Approved Mentoring Programs

Any employees wishing to utilize paid leave to participate in youth mentoring programs must select a program from the following state approved mentoring list available at the following link: <https://www.mentornebraska.org/get-involved/nebraska-stateemployees/>. For recognition purposes, mentoring organizations will be vetted through DAS.

Use of State Government Equipment

Employees must follow the State of Nebraska's Acceptable Use Policy. Employees are allowed to review the mentoring options on the database using a state computer, however, must do it on lunch or breaks. Any additional use of State Equipment must be in alignment with the State's and his/her agency's acceptable use policy.

Liability for Injuries

All participation in volunteer mentoring activities is done on the employee's personal time and should not be considered work time. Please refer employees to the "Accident Waiver and Release of Liability Form" to sign prior to participating in volunteer mentoring activities. Employees should return this form to their Human Resources department.

Training

State employees interested in mentoring must complete the training specified by the organization of their choice.

Training is available directly through the mentoring organization or, for convenience, will be offered during specific times at Department of Administrative Services. These training opportunities will be announced via email. Participants must complete the training in its entirety, no exceptions will be granted.

Recognition

Each year, mentors will be recognized according to parameters set forth by the Department of Administrative Services. First-time recognition will be honored with a challenge coin. Those meeting the parameters after receiving their challenge coin will receive a certificate.

For more information on the
Employee Youth Mentoring Program
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