



STATE OF NEBRASKA

# Employee Youth Mentoring Program Guidelines

NEBRASKA

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DEPT. OF ADMINISTRATIVE SERVICES

# Employee Youth Mentoring Program Guidelines

The following should provide additional guidance for state agencies for any State of Nebraska employee participating in approved youth mentoring programs.

## 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 the 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
- The mentoring program is on the list of approved youth mentoring programs
- 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 meet all background checks and additional requirements of the mentoring program they choose.

Each agency is responsible for verifying the youth mentoring program that the teammate 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/>.

## Leave Time

Upon authorization from the employee's supervisor, employees wishing to participate in volunteer activities during work hours may request the following:

- Flex time
- Vacation time
- Compensation time
- Leave without pay

Agency's leadership are responsible for maintaining and setting employee's work schedules including the ability for employees to flex work schedules. Please see the [Nebraska Classified System Personnel Rules](#) and/or the appropriate [Labor Contract](#) for more information on leave time.

## State Approved Mentoring Programs

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

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

## 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 are 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.

If you have any questions, please contact the State Personnel Office at 402-471-2833.