

## **EMPLOYEE PROCEDURE**

**1370**

(No. 45 December 1997)

If an employee is interested in participating in the mentor program, he or she should contact the Mentor Program Coordinator for information concerning mentoring opportunities. If the employee wishes to request to serve as a mentor, he or she should request the following forms which can be obtained from the Mentor Program Coordinator.

- CDF Form 315 - Request to Participate in the (CDF) Mentor Program.
- CDF Form 316 - Record of Mentor Activities.

The employee should then discuss the request to participate and any leave requests with his or her supervisor and obtain final approval.

## **APPROVAL PROCESS**

**1370.1**

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Once the Request to Participate form is completed by the employee, it is given to the supervisor for review and approval. The supervisor will review the employee's work record and workload considerations and discuss the request with the appropriate chiefs and/or managers, subject to individual program policies.

**Approved**                      If the supervisor approves the employee's request, he or she will retain a copy of the Request to Participate form and forward a copy to the employee and the original to the Mentor Program Coordinator. The Mentor Program Coordinator will then contact the employee with specific information on mentoring activities.

**Disapproved**                If disapproved, the supervisor will notify the employee and the Mentor Program Coordinator of the reason for disapproval as soon as possible.

## **RECORD OF MENTOR ACTIVITIES**

**1370.2**

(No. 45 December 1997)

Employees are responsible for the following:

- Obtain supervisor's approval to earn and use "mentor leave."
- Record and track their own mentor hours.

- Provide his or her supervisor with verification of mentoring from a bona fide mentoring organization.

Employees are to submit a Record of Mentor Activities form each quarter to the Mentor Program Coordinator.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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