



MENTOR Greater Milwaukee Program

The Milwaukee Code of Ordinances allows employees to request time off with pay to participate in a mentoring program approved by the Department of Employee Relations. MENTOR Greater Milwaukee, which connects mentors to mentees through local mentoring programs, is an approved mentoring program. To become a mentor, register at <https://www.milwaukeementor.com/>. Mentoring activities must take place within the City of Milwaukee.

Eligibility. All Full-Time Employees not represented by a bargaining unit in the Fire and Police Departments are eligible to participate in this program six months after their hire date. Employees will be ineligible if they have received a disciplinary action within six months of the date of the mentor request, are on a Performance Improvement Plan (PIP), or are on an unpaid leave of absence.

Amount of Time. Eligible employees will receive a maximum of 32 hours of paid leave to mentor. There is no minimum increment of time. The paid mentoring time must be performed during the employee's normal working hours. Travel time is not included in the hours of paid leave. The time cannot be counted as hours worked for the purpose of overtime. The time will be refreshed at the beginning of each fiscal year. The time cannot be accrued or carried over into the following year, and will not be paid out if unused. The pay code for volunteer mentoring time is: MEN; account code 9900.

Procedure: Employee must submit the completed form in advance of time off to the supervisor and may not take time off unless approved by the supervisor in advance of the time off. The time off will be scheduled in the same manner as vacation. Approval is within the discretion of the supervisor, based on the operational needs of the department. In the event that the proposed time-off conflicts with the business and operational needs of the department, the supervisor may suggest alternate dates.

Conduct. While volunteering under this program, employees are representatives of the City of Milwaukee. During volunteer time, employees are subject to City of Milwaukee work rules, policies, and procedures. Employees must also follow guidelines and the specified mentoring program's code of conduct.

Safety. Employees must be physically fit and mentally capable of performing their chosen mentoring activities. Employees are not allowed to participate in any activity which would potentially cause them injury. If employees find themselves in situations or environments that are unsafe, they should immediately notify the mentoring program supervisor/manager and cease the activity if the safety hazard is not mitigated.

Records: Once the form has been signed by the supervisor and site representative, forms should be turned into the Departmental Personnel Officers. Departmental Personnel Officers should place completed forms in employee personnel files and email copies to: derpersonnelforms@milwaukee.gov

Program Continuation: The Department of Employee Relations reserves the right to modify, amend, or suspend its approval of the MENTOR Greater Milwaukee mentoring program at any time. If an employee does not comply with the provisions of this policy as determined by the Department of Employee Relations, the employee's requests to use paid time off for the MENTOR Greater Milwaukee program may be denied.

Questions shall be referred to the departmental personnel officer.



Department of Employee Relations

Date Issued: September 26, 2022

MENTOR Greater Milwaukee Request and Verification Form

Employee: _____ Employee PeopleSoft ID: _____

Name of Mentoring Program: _____

Location of Mentoring Program (must be within the City of Milwaukee):

Mentoring Program Representative Name & Title: _____

Mentoring Program Representative Phone and Email for Verification: _____

Date of Session	Supervisor Approval (signed in advance of session)	Time Volunteered (__ am/pm to ___ am/pm)	Number of Hours	Location	Representative Signature (signed at time of session)