

Approved:

Effective: December 15, 2017  
Office: Organizational Development  
Topic No.: 260-000-001-a



Department of Transportation

## **Office of Administration Mentoring Program**

### **PURPOSE:**

The Office of Administration's Mentoring Program is designed to support FDOT's commitment to skill enhancement, foster relationships and professional development, and provide support for organizational and cultural change.

The purpose of this procedure is to provide guidance to Florida Department of Transportation (Department) employees regarding the Office of Administration's Mentoring Program.

### **AUTHORITY:**

Sections 20.23 (3)(a) and 334.048(3), Florida Statutes (F.S.)

### **SCOPE:**

Offices within the Office of Administration participating in the Mentoring Program. For the purposes of this program, this procedure only applies to employees who are approved to participate in the Mentoring Program, and it is not meant to prohibit routine mentoring among coworkers within or across work units.

### **GENERAL:**

The Director of Administration has assigned responsibility for overall administration of the Mentoring Program to the Mentoring Program Coordinator within the Organizational Development Office.

## **1. Mentoring Program Requirements**

### **1.1 Mentor/Mentee Eligibility**

To be eligible for participation in the Mentoring Program, an employee must:

- Have been continuously employed by the Department in a Career Service or Selected Exempt Service position for at least one year,
- Have not received any disciplinary actions during the preceding 12 months, and
- Have received a 3.0 or above rating (on a scale of 5.0) in the two most recent annual performance evaluation periods.

### **1.2 Participation**

- A Mentoring Program Coordinator will be appointed by the Director of Administration.
- All mentors and mentees participate on a voluntary basis.
- Each mentor may have up to two mentees assigned at any time.

## **2. Application and Approval Process**

### **2.1 Mentor Applicants**

Mentors shall complete the *Mentor Application* which must be approved by the following:

- Immediate supervisor,
- Cost Center Manager (if they are not the immediate supervisor), and
- Director of Administration

### **2.2 Mentee Applicants**

Mentees shall complete the *Mentee Application* which must be approved by the following:

- Immediate supervisor,
- Cost Center Manager (if they are not the immediate supervisor), and
- Director of Administration

Once a *Mentee Application* is approved, a notification in writing will be provided to the requestor. The notification will identify the date the Mentoring Program will begin and the date it will end.

### **3. Mentoring Program Time Period**

- The mentor and mentee will be paired for a period of 3 months. This time may be adjusted as needed, and as approved by the Director of Administration.
- Mentees may elect to re-enter the program at the end of three months, and with the approvals outlined above. Mentees may not participate in the program more than twice in an 18-month period.

### **4. Mentoring Program Required Activities**

- All mentors will attend a mentor orientation conducted by the Mentoring Program Coordinator, and review the *Mentor Program Guide* to ensure they are aware of all expectations, and requirements.
- All participants will attend an initial orientation session held prior to the beginning of the Program.
- The mentor and mentee will sign the *Mentoring Agreement* upon completion of orientation.
- Mentors and mentees will meet at least bi-weekly and may meet more frequently as needed. This should include at least one shadowing or attendance at a professional meeting.
- All participants will be required to have a one-month status check with the Mentoring Program Coordinator. This will be to report on progress and compatibility, and can be conducted by phone or email.
- During the 6<sup>th</sup> week of the Program, the mentor will complete the *Mid-Point Assessment* and discuss it with the mentee.
- The mentor and mentee must complete the Mentoring Program Survey.

### **5. Cancellation of Mentoring Program**

Employee participation in mentoring activities shall not interfere with the completion of their regular job duties. The mentor's or mentee's participation may be cancelled at any time. The *Cancellation Notification* must be completed by the mentor or mentee supervisor and approved by Cost Center Manager.

## **TRAINING**

There is no training for this procedure, other than the initial orientations.

## **FORMS**

There are no forms associated with this procedure. All documents referenced are located on the Mentoring Program online site.