

Approved:

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Office: Organizational Development  
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Department of Transportation

## **FDOT MENTORING PROGRAM**

### **AUTHORITY:**

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

### **STATEMENT OF POLICY:**

It is the policy of the Florida Department of Transportation (Department) to offer a Mentoring Program (Program) in an effort to support the Department's commitment to enhance skills, foster relationships and professional development, and provide support for organizational and cultural change.

### **PURPOSE:**

The purpose of this procedure is to provide guidance to Department employees regarding the Department's Mentoring Program.

### **SCOPE:**

This procedure applies to Department 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:**

Each district, including Central Office, that chooses to participate in the Program will be responsible for administering and coordinating the Program in their respective areas.

## 1. Mentoring Program Requirements

### 1.1 Mentor Eligibility

To be eligible for participation in the Mentoring Program, a mentor must:

- Have been continuously employed by the Department in a Career Service Selected Exempt Service, or Senior Management Service position for at least one year,
- Have not received any disciplinary actions during the preceding 2 years (or the duration of their employment if less than 2 years), and
- Have received a 3.0 or above rating (on a scale of 5.0) in the two most recent annual performance evaluation periods (one if employed with the Department less than 2 years).

### 1.2 Participation

- A Mentoring Program Coordinator will be appointed by the Director of Administration in Central Office and District leadership in the Districts.
- All mentors and mentees participate on a voluntary basis.
- If possible, each location will establish and maintain a pool of mentors to ensure all mentees can participate in the Program when requested.

## 2. Application and Approval Process

Prospective Mentors shall complete the *Mentor Application* and prospective mentees shall complete the *Mentee Application*. Each of these must be approved by the employees':

- Immediate supervisor,
- Cost Center Manager, and
- Director of Program Area

Once a *Mentor* or *Mentee Application* is approved, a notification will be provided to the requestor. The Mentoring Program Coordinator will contact all approved applicants with their designated orientation date.

## 3. Mentoring Program Time Period

- The mentor and mentee will be paired for a period of six months. This time may be adjusted as needed, and as approved by the participants' supervisor.

- Mentees may re-apply to participate in the Program at the end of six 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 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 monthly 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 monthly status check with the Mentoring Program Coordinator. The purpose of the status check is to report on progress and compatibility, and can be conducted by phone or email.
- At the conclusion of the six-month Program, the mentor and mentee must complete the Mentoring Program Survey.

#### **5. Participant Cancellation Notification**

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 and submitted to the Mentoring Program Coordinator.

#### **TRAINING**

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

#### **FORMS**

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