

CF OPERATING PROCEDURE  
NO. 60-04, Chapter 12

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, April 10, 2018

Human Resources

FLORIDA MENTORING PARTNERSHIP

12-1. Purpose. This operating procedure establishes guidelines for allowing employees to participate in the Department's mentoring program.

12-2. Scope. This operating procedure applies to all Career Service, Selected Exempt and Senior Management Services employees in the Department of Children and Families.

12-3. References.

- a. Sections 110.201 and 110.219(5), Florida Statutes.
- b. Subsection 60L-34.0071(i), Florida Administrative Code (F.A.C.).

12-4. Definitions.

a. Aggregate Use. The combined use at one time of up to four hours of administrative leave in any calendar month. Because administrative leave cannot be accrued, no additional administrative leave shall be granted until one week has elapsed for every additional hour taken in the total.

b. Administrative Leave. Administrative leave counts as hours of pay, but does not count as hours of work for overtime purposes.

c. Mentoring. Participation in an established program or activity within a school or in a community service program. Includes, for example, mentoring, tutoring, guest speaking, participating in an established mentoring program serving a school district, and providing any related services at the direction of the program or volunteer coordinator.

d. School. Educational institutions including preschools and kindergarten through high school.

12-5. Policy. The Department of Children and Families participates in the Florida Mentoring Partnership in an effort to improve the quality of life for people in need, and the quality of education for the children of Florida. It is the intent of this program to introduce caring adults into the lives of children and adults determined to be in need within the community. (The use of administrative leave to benefit an employee's own child is addressed in Section 60L-34.0051(7), F.A.C.)

12-6. General.

a. The Department's mentoring initiative is a vehicle to bring non-profit groups, state agencies, businesses, communities of faith, schools, and others from around the state together in a partnership designed to help students excel both in and out of school; and to work in community-based activities to assist children, the elderly and the people we serve.

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This operating procedure supersedes CFOP 60-04, Chapter 12, dated April 18, 2014.

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b. The use of administrative leave for mentoring or other approved volunteer activities must be balanced with the needs of the workplace such that no one individual or time of the month is disproportionately impacted.

c. This program is implemented to encourage and provide a flexible means by which state employees can volunteer in local school systems and community programs. However, the provisions of this operating procedure were not intended to cover every possible hour of participation by an employee.

d. Regions, Facilities, and Headquarters may not restrict or limit administrative leave use to only those schools and programs which the entity has chosen to adopt or sponsor. It is the intent of this program to allow employees the use of administrative leave to volunteer through any established school or community-based service program approved by the mentoring coordinator or committee.

e. Programs for which administrative leave can be used include any community-based activities that serve child, elder or human needs.

(1) These programs include such activities as elder care services; the preparation or delivery of meals; feeding the hungry; adult literacy programs; public health and welfare programs; programs that provide relief of human suffering and poverty; education, job training or other services for disabled persons; coaching for local school or community youth recreational programs; programs designed to build and strengthen the character and competence of our youth; and civic organizations involved in community service.

(2) An employee may use administrative leave to volunteer in an activity within his/her church if the church's role is that of sponsor or facilitator for a community service program that meets child, elder, or human needs, including Big-Brother/Big Sister, Senior Corps, and Adult Literacy. If, however, the activities are for the benefit of the church organization itself (or its religious activities), an employee must use his or her annual or compensatory leave.

f. Administrative leave does not count as hours of work for overtime purposes. In accordance with Section 60L-34.0071(2), F.A.C., regardless of the amount of leave originally approved, the employee will only receive the amount of administrative leave necessary to bring the employee to a 40-hour workweek, or work period for excluded employees.

(1) Employees may be granted up to one hour of administrative leave per week, not to exceed five hours per calendar month, to participate in the Department's mentoring program. With approval from the supervisor, an employee may combine up to four hours of administrative leave (aggregate use) to provide services to an established mentoring program at the direction of the program or school volunteer coordinator. Administrative leave may **not** be accrued for later use.

(2) When an employee aggregates (combined use at one time) hours at the end of one month, he or she must then wait until one week has elapsed for every additional hour taken to be eligible for more administrative leave under this operating procedure.

(3) When considering the specific need of a school for assistance with school assemblies, holiday programs and other activities requiring a block of time, bear in mind that an individual employee's use of aggregated hours should be relatively spaced out month to month as a control measure. Therefore, to ensure the needs of the school or community are met, emphasis should be given to alternating volunteers (other program participants) whenever possible or using alternative approaches to administrative leave (e.g., use of personal leave, flextime, shorter lunch periods).

(4) This leave is not to be confused with the one hour administrative leave per month designated for family leave time under the Family Supportive Work Program.

#### 12-7. Procedure.

a. Each Region, Facility, or Headquarters designates a mentoring coordinator or committee to coordinate and maintain community partnerships and volunteers; and review and approve requests to participate in activities outside of the approved Department partnerships. In keeping with the spirit of the Florida Mentoring Partnership, it is the Department's intention to create a true partnership with community programs.

(1) Partnerships include any community program, organization or school in which the Department commits volunteer support. Volunteer support includes mentoring and general program assistance (food and clothing drives, PTO representative, surplus equipment donations, etc.).

(2) Each Region, Facility, or Headquarters designates specific community partnerships as defined in the Florida Mentoring Partnership. The Region, Facility, or Headquarters signs partnership agreements where appropriate.

b. It is the mentoring coordinator's or committee's responsibility to run reports of volunteer hours logged by employees if needed.

(1) The People First System cannot reflect offset of hours other than a note can be made in the comment section of the timesheet. Use People First Code 0044 for paid Admin Mentor/Volunteer (administrative leave with pay) and Code 1008 for unpaid Mentor/Volunteer Unpaid. The use of Code 1008 is for additional time volunteered that is not administrative leave with pay in order to keep track of such volunteer hours.

(2) Employees are expected to record the number of hours used for the mentoring program by utilizing the People First codes identified in paragraph b(1) above.

c. In order to participate in the mentoring program, employees must be registered with the appropriate Region, Facility, or Headquarters Mentoring Coordinator and have written permission from the immediate supervisor.

d. Prior to approving participation in the mentoring program, it is the supervisor's obligation to consider the needs of the work unit. On occasion, it may be necessary for a supervisor to deny a request for leave when the employee's absence would impact the ability of the work unit to accomplish its mission. Employees are expected to comply with all current requirements of agency policy relative to reasonable notice when making leave requests and documentation of leave used.

e. Department employees are requested to register as volunteers with local schools who have partnered with the Region, Facility, or Headquarters. Administrative leave may also be used to volunteer at a school or community organization other than the programs with which the Department has partnered. In such cases, documentation of the services to be provided by the employee must be included in the request.

(1) The mentoring program allows for the use of administrative leave for mentoring, tutoring, or otherwise engaging in chaperone or teacher aide duties, and other related school sponsored activities where the employee is an active volunteer rather than a spectator.

(2) In cases where the employee has a child in a particular class, school or community organization (such as Girl Scouts), participation is permissible where, clearly, the class as a whole, the school or the community organization benefits from the employee's participation. Therefore, an

employee who is performing a service under the auspices of the mentoring program that also involves his/her own child is not precluded from participation under this operating procedure. This should not be confused with the personal benefit that is derived when using administrative leave under Section 60L-34.0051(7), F.A.C., for one-on-one activities that are solely for the benefit of the employee's own child.

f. An employee who volunteers and uses administrative leave in accordance with Section 60L-34.0071(i), F.A.C., may also request one hour of administrative leave under Section 60L-34.0051(7), F.A.C., for the exclusive benefit of his or her child at the child's school on the same day.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

SHELBY JEFFERSON  
Acting Human Resources Director

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

No substantive changes have been made.