

**POLICY NUMBER:**

APM- 2- 01

DATE:

9-23-16

ISSUED BY:

*Daniel J. Alfonso*

City Manager/Designee

*Daniel J. Alfonso*  
SIGNATURE

**CITY OF  
MIAMI**



**ADMINISTRATIVE  
POLICY**

**REVISIONS**

**REVISED  
SECTION**  
Created  
Revised  
Revised

**DATE OF  
REVISION**  
8/01/01  
2/27/07  
9/02/16

**SUBJECT: VOLUNTEERS FOR CITY SPONSORED GRADUATION COACHES PROGRAM, MENTORSHIP PROGRAMS, AND RELATED ACTIVITIES**

**Purpose**

To provide an official policy for all full-time City of Miami employees to partner with City Approved Student Mentoring Agencies in Miami to become mentors to children in Miami-Dade County Schools within City of Miami limits.

**Program Purpose**

In an effort to effectuate the goal of becoming mentors and/or graduation coaches to students in Miami-Dade County Schools within the City of Miami, with the objective to increase high school graduation rates, full-time City employees will be matched with students from local schools to accomplish the following objectives:

- A. To provide high school students with a positive role model who can offer, moral support, guidance and information on educational resources to pursue high school education and enrollment in a college/university.
- B. To provide assistance in developing positive and constructive learning/study habits that will curb school absenteeism, reduce drop out odds and help improve grades.
- C. To maintain a supportive relationship that will increase self-esteem, emphasize career awareness, facilitate learning and promote goal setting towards college and/or other educational opportunities.
- D. To instill in City employees a sense of civic duty and foster employee community service involvement.

- E. To promote the City of Miami as an entity which cares about and prospers with the success of its young citizens.
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### Procedure

The City Manager's Office will maintain a list of City Approved Student Mentoring Agencies in Miami as put forth by the educational community initiatives of the City, and may include but is not limited to: Take Stock in Children, Big Brothers Big Sisters, My Brother's Keeper, Future Business Leaders of America, Junior Achievement, and other City approved agencies. Different programs consist of the following descriptions:

- A. The Graduation Coaches Program will consist of one-on-one mentoring of one coach with one student.
- a. All graduation coaches are required to attend an official mentor training workshop conducted by Take Stock in Children Miami. Coaches from our City workforce will provide voluntary service by attending a mandatory training and meeting with the partnered student for no more than one (1) hour per week during that academic school year. Coaches will be allowed one (1) hour total travel time to and from the school. Mentors will be carried on City time which will be payroll coded as **Mentor Leave Time** when performing this service.
  - b. Department Directors are expected to allow employee Mentor time off unless absolute necessity dictates otherwise.
  - c. Take Stock in Children Miami will coordinate all meetings, training sessions and activities.
  - d. The Graduation Coaches Program will run on Miami Dade County Public Schools academic calendar year.
  - e. Coaches will receive training from Take Stock in Children Miami, and will be encouraged to provide input to improve the program. Take Stock in Children Miami and/or the selected high school will provide assessment for both the coaches and students. Coaches will attend trainings regarding the role of the coach, program curriculum, educational resources and related activities.
- B. Big Brothers Big Sisters Program will consist of one-on-one mentoring of one City employee with one student.
- a. All mentors are required to attend an official mentor training and application procedures conducted by Big Brothers Big Sisters. Mentors from our City workforce will provide voluntary service by meeting and providing coaching to students brought to the Miami Riverside Center for the purposes

of this program. Mentors will be carried on City time which will be payroll coded as **Mentor Leave Time** when performing this service.

- b. Department Directors are expected to allow employee mentor time off unless absolute necessity dictates otherwise.
- c. Big Brothers Big Sisters of Greater Miami will coordinate all meetings, training sessions and activities.

C. All other approved programs.

- a. All mentors are required to attend an official mentor training and application procedures conducted by the approved program. Mentors from our City workforce will provide voluntary service by meeting and providing coaching and mentorship to students for the purposes of this program. Mentors will be carried on City time which will be payroll coded as **Mentor Leave Time** when performing this service for no more than (1) hour per week during that academic school year not including applicable possible travel time not to exceed an additional (1) hour total travel time to and from the school/program location.
  - b. Special Events such as college fairs, job training, district or regional competitions, and other events may have City employee participation approved for up to 8 hours of paid leave as **Mentor Leave Time**, as approved by the Office of the City Manager and/or Department Director.
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