Minnesota Department of Corrections

Policy:	**103.425**	**Title: Mentor Program**
Issue Date:	**7/19/16**	
Effective Date:	**8/2/16**	

AUTHORITY: Minn. Stat.§241.01

PURPOSE: To establish procedures for implementation of employee mentoring programs in the department.

APPLICABILITY: Minnesota Department of Corrections (DOC); all facilities

POLICY: The department has mentoring programs to assist employees through the orientation and transition process of: new employees; transfers; and recently promoted staff.

DEFINITIONS:
Mentor - an employee assigned to be a role model for, and to regularly meet with and assist, another employee through sharing knowledge about the work culture, norms of behavior, and departmental processes.

PROCEDURES:

A. Facility employee development directors, in conjunction with mentor program advisors, coordinate mentor programs and mentor training.
   1. The department training manager/or assistant director of employee development assists in developing and coordinating mentor training.

   2. Training is documented and retained in the approved agency training system.

B. The warden/superintendent designates a mentor program advisor. This assignment is included in the assigned individual's current position description.

C. A department-wide mentor program committee, consisting of mentor program advisors, meets quarterly to review training curriculum, and monitor and evaluate programs to ensure consistent implementation of this policy.
   1. Minutes are posted on iShare.

   2. The department training manager/or assistant director of employee development coordinates the mentor program committee activities and meetings.

D. The program advisor or designee:
   1. Establishes and maintains a mentor recruitment, selection, and training process so there is a sufficient number of available mentors;

   2. Assigns mentors to new employees according to established criteria or process; refer to Mentor Program Assignment form (attached) and Mentor Program Checklist (attached);

3. Develops and implements a process to monitor and evaluate the mentor programs, to maintain an effective program; refer to Mentee Follow-up form (attached) and Mentor Program Evaluation form (attached);

4. Provides new employees with information regarding the mentor program; refer to Mentor Program Description (attached). Training directors maintain these forms at their facilities for a period not to exceed three years;

5. Provides information and training to supervisors regarding the mentor program;

6. Verifies that mentors continue to meet established criteria for participation;

7. Reassigns employees to a new mentor, as needed; and

8. Attends department-wide mentor program committee meetings.

E. The DOC employee development manager or assistant director of training annually reviews the mentoring program.

F. The following criteria are considered in the selection and retention of mentors. Candidates/mentors must:

1. Have satisfactory (or above) attendance and job performance;

2. Not have discipline for two years for oral and written reprimands and three years for suspensions and demotions;

3. Be available and willing to participate in training;

4. Be knowledge of DOC policies, procedures, rules, and competent in current job assignment;

5. Not currently be on probation;

6. Have a positive attitude regarding their position and the agency;

7. Have support for the employee's participation (as indicated by signatures of the employee's supervisor and the warden/designee on the Mentor Program Application, attached);

8. Commit to three years participation;

9. Have the ability to give constructive feedback;

10. Be interested in the success of other employees; and

11. Be in good standing at their previous facility, if he/she is a transfer employee.

INTERNAL CONTROLS:

A. Training is documented and retained in the approved agency training system.

B. Minutes from the mentor program committee meetings are posted on iShare.

C. Mentee/mentor program forms are retained by facility training directors.

REVIEW: Annually

REFERENCES: None

SUPERSESSION: Policy 103.425, "Mentor Program," 10/21/14.
All policies, memos or other communication whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Mentor Program Description (103.425A)
Mentor Program Application (103.405B)
Mentor Program Assignment (103.425C)
Mentor Program Checklist (optional) (103.425D)
Mentor Program Mentee Follow-up (103.425E)
Mentor Program Evaluation (103.425F)

/s/
Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services