



ADMINISTRATIVE DIRECTIVE

EMPLOYEE ADVANCEMENT PROGRAM

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I. PURPOSE

This directive sets forth the Employee Advancement Program as part of the City's Strategic Workforce Plan.

II. POLICY

The Employee Advancement Program is designed to motivate employees to be innovative and successful in career advancement. It includes the following components:

- a) Executive Internship
- b) Mentor/Mentee
- c) Job Shadowing
- d) Community Outreach

III. GENERAL REQUIREMENTS

A. Eligibility requirements for employee participation:

- 1) Full time permanent, probationary or appointed employee,
- 2) Supervisor approval, and
- 3) No discipline or work improvement plan in previous 12 months.

B. Time Commitment

- 1) Interns will be assigned full time to the position.
- 2) Mentees and Job Shadows are limited to 80 hours a year unless the employee's home department supervisory approves additional hours.
- 3) No overtime work is allowed.

IV. EXECUTIVE INTERNSHIP PROGRAM

A. The City Manager's Office will select up to three employees for up to two-year full time assignments as executive interns.

- 1) The Assistant City Managers will identify specific projects that require services that can be performed by an executive intern.



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- 2) The Manager's Office may issue an announcement describing the qualifications for this year's executive interns and requesting nominations; City employees may nominate themselves.
- B.** The executive intern assignment is a full-time exempt position with work assignments in one or more departments as determined by the City Manager's Office.
- 1) City employees working as executive interns will retain their current compensation rate unless an adjustment is required as determined by the City Manager's Office.
 - 2) Interns must agree to the compensation and terms of the program.
 - 3) The executive intern position is an assignment. Interns can be returned to their home departments in their previous positions at any time at the direction of the City Manager.
 - 4) After completion of the Executive Internship Program, interns will return to their previous department, position and compensation, or pursue other employment opportunities.
- C.** Assigned Department Directors or designees will evaluate the executive interns at least monthly using an Executive Internship Program evaluation form provided by the Manager's Office. Upon completion of the internship, a formal evaluation will be presented to the intern and included in the personnel file.

V. MENTORSHIP PROGRAM

- A.** The City Manager's Office will administer the Mentorship Program for the purpose of improving post promotion support and professional development, thereby improving employee retention.
- B.** Qualification and Selection of Mentors:
- 1) Qualified mentors will be accountable and accomplished leaders, having served in their current position for at least one year.
 - 2) The mentor shall be at the same or higher pay grade as the mentee and cannot be in the same reporting chain.
 - 3) Employees interested in serving as mentors shall submit a letter of interest to the City Manager. The letter shall include a list of areas of interest or in providing support and guidance. The mentor's supervisor shall cosign the letter, indicating their approval of the mentor's participation in the program.



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4) The City Manager, or designee, shall approve the list of mentors.

C. Nomination and Selection of Mentee:

- 1) Nominations for mentee will be accepted by the City Manager's Office and employees may nominate themselves.
- 2) Employees interested in becoming a mentee shall submit a letter to the City Manager. The letter shall include a list of areas of interest. This will assist with the mentor/mentee assignments and provide a basis for the individual development plan. The mentee's supervisor shall cosign the letter, indicating approval of the mentee's participation in the program.
- 3) The City Manager's Office will assign mentees to mentors. The City Manager's Office shall facilitate the mentor/mentee assignments using a method that allows the potential mentors and mentees to get acquainted to determine compatibility, prior to the final assignment. Either party may request to terminate the relationship.

VI. JOB SHADOWING PROGRAM

- A. The purpose of this program is to give employees an opportunity to shadow certain positions in order to become familiar with alternative city work and potential promotions.
- B. This program will be managed by the Human Resources Department. When appropriate, participants will be placed in positions that are difficult to recruit and fill, or positions identified through the Recruitment Diversity Plan.
- C. Employees will complete and submit the Job Shadowing Program Application to the Human Resources Department. Applicants should have or display the qualifications required to perform the job they are requesting to shadow.
- D. Position assignments, once approved by the Human Resources Department, will dictate each participant's time commitment. Participating departments will review and approve each participant's time commitment while working with the Human Resources Department.
- E. Job Shadow Program participants will retain their existing compensation.

VII. COMMUNITY OUTREACH PROGRAM

- A. The purpose of the Community Outreach Program is to strengthen community relationships and provide improved customer service by employees through work performed in the community to charitable organizations.



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- B.** The Community Outreach Program will be managed by the Human Resources Department with the assistance of the Department of Housing and Community Development. Qualified employees may apply to participate in the Community Outreach Program one work day per calendar year.
- C.** The Department of Housing and Community Development will identify local charitable organizations to participate in the Community Outreach Program and provide this information to the Human Resources Department.
- D.** Interested employees will download the Community Outreach Program Form from the Human Resources Department website and receive written supervisory approval prior to participating in the Community Outreach Program, as evidenced by supervisor signature on the Community Outreach Program Form.
- E.** The Human Resources Department will make the assignments for Community Outreach work.
- F.** Upon completion of the outreach activity, employees will have an authorized representative of the charitable organization sign the Community Outreach Program Form, certifying the number of hours worked by the employee.
- G.** Employees will provide the completed Community Outreach Program Form to their supervisor for placement in the employees' personnel file.

VIII. RESPONSIBILITY

All Department Directors are responsible for the successful implementation of and adherence to the Employee Advancement Program.

Appendices None.

References None.

Review Responsibility and Frequency The City Manager's Office will review this directive as needed.

Authorized



 City Manager

5.20.14

 Date