

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.04.050	PAGE 1 of 2
	EFFECTIVE DATE January 10, 2012	
SUBJECT Mentorship Program		SUPERSEDES New
DATED January 10, 2012		
CHAPTER Administration	SECTION Workforce Excellence	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on its formal mentorship program, a portion of Workforce Excellence.

POLICY

It is the policy of the department to have a formal mentorship program to support employees' professional development and to assist them in improving their job performance skills. The program is intended to serve as a management tool for the development of employees and the attainment of department goals.

The formal mentorship program is a volunteer program. Participants (mentors and learners) who successfully complete a formal mentorship are authorized to record their accomplishment in their official training transcript via the State Training and Reporting System (STARS).

PROCEDURE

A. Program Administration

The department's workforce excellence project manager in conjunction with the leadership team administers the mentorship program.

B. Participant Volunteer Procedures

Interested individuals will be able to volunteer for participation in the mentorship program through an online application process which will reside on the department's employee intranet. Detailed procedures and an explanation of participant criteria are available on the department's employee intranet site.

C. Mentor Training Process

Each mentor will attend training approved by the workforce excellence project manager before beginning his/her formal mentorship with a DOT&PF employee.

D. Formal Mentorship Program Procedures

The workforce excellence project team develops, edits, and revises program procedures.

The department recognizes informal mentorship relationships frequently occur in the workplace. These informal relationships are not required to comply with the formal mentorship program procedures. Informal mentorship relationships are not recorded in an employee's official training transcript and are not considered part of the department's formal mentorship program.

AUTHORITY

AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Commissioner, deputy commissioners, regional and division directors, and system directors and managers

DISTRIBUTION

All department employees via the DOT&PF website