



Team Member FAQs

What steps do I take if I am interested in being a mentor with Big Brothers Big Sisters?

- Send an e-mail or written request to your supervisor to obtain approval.
- Supervisors are responsible for advising the HR Director and receiving approval from the appointing authority for your division or department.
- Upon approval, submit the online application available on the Lt. Governor's webpage.

What happens after I submit an application?

- The information is sent to the nearest Big Brothers Big Sisters Chapter.
- A representative of Big Brothers Big Sisters will contact you to complete their screening process.
- If you are accepted as a volunteer and matched with a child, Big Brothers Big Sisters will notify your HR Director. This ensures approvals were received and everyone is informed if paid time off is authorized. Although the HR department will be informing supervisors, you are also encouraged to advise your supervisor directly after you have been matched and begin to schedule mentoring sessions.

What do I need to know about using paid time for mentoring?

- Each week you are eligible for one hour a week as a mentor.
- You can elect to combine time as long as you do not report more than the equivalent of one hour each week, e.g. two hours every other week. Remember this is to have a positive impact in a child's development; the recommendation is to have interaction at least every other week.
- It is your responsibility to schedule around business needs and maximize the one hour a week with your child. Additional paid time off is not provided for travel. The State does not provide additional time for travel. If you have questions, discuss with your supervisor or HR contact.
- Training is provided from Big Brothers Big Sisters before you begin mentoring; you can use the equivalent of one hour a week toward this training.
- Report the time you spend mentoring as LWPM on your timesheet.

Supervisor FAQs

Can I decline a request for participation in the Missouri Mentor Initiative?

- Yes. While the State of Missouri strongly encourages this initiative, there are also operational considerations and performance factors to take into account.
- In the spirit of feedback and open lines of communication, be prepared to explain to the employee why you must decline their request to participate.

What are my responsibilities as a supervisor?

- Assist the team member to obtain approval from the appointing authority. Include your recommendation for the team member's participation as you forward the request appropriately within your division of service.
- Appointing authorities have final approval because this is a paid leave event.
- Once the approval has been received, ensure your HR Director is informed of the approval as well.
- When possible, be flexible to assist a team member in adjusting his/her schedule to fulfill the mentoring commitment around business requirements. Use discretion based on the specific needs of your work environment, as this will vary across departments. For example, if a team member asks to arrive 15 minutes early on days they mentor in order to travel to the mentoring session without taking 15 minutes of annual leave, consider whether this can be accommodated.
- Remain aware of the work time a team member is using toward this initiative. Review timesheets for accurate reporting and discuss any concerns with the team member.

What happens if I approve someone for participation and a conflict with business needs occurs at a later time?

- While it is best to evaluate the impact prior to approval, circumstances can change, and the use of paid time off can be reviewed at any point.
- The value of mentoring is important to the future workforce for the State of Missouri. Wherever possible, try to consider whether an alternate day or time is an option before advising a team member he/she can no longer participate.
- If it is determined that paid time off is no longer an option, then the team member can decide whether he/she wishes to continue mentoring outside normal business hours.
- Please involve the appointing authority and HR Director, as well as the team member so appropriate notice can be forwarded to Big Brothers Big Sisters.