

**RESOLUTION 20200310.1**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PANAMA CITY DECLARING THE MENTORING POLICY TO BE ADOPTED, AND MODIFYING ITS POLICY AND PROCEDURE MANUAL.**

**WHEREAS**, the City Commission of the City of Panama City and its employees desire to invest in the City's school age children and would like to partner with the Bay District School's Elevate Bay program; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Panama City, Florida, as follows:

Section 1. The above recitals are true and correct and incorporated in this Resolution.

Section 2. The Policy and Procedure Manual of the City of Panama City is hereby revised to include the Mentoring Policy in Exhibit "A" for distribution to all employees and incorporated in the current Policy and Procedure Manual for the City of Panama City, Florida.

Section 3. This Resolution shall become effective upon adoption.

DONE AND ADOPTED by the City Commission of the City of Panama City this 10<sup>th</sup> day of March, 2020.

**CITY OF PANAMA CITY, FLORIDA**

By \_\_\_\_\_  
Greg Brudnicki, Mayor

ATTEST:

\_\_\_\_\_  
Brandy Waldron, Interim City Clerk-Treasurer

## EXHIBIT “A”



### Mentoring Policy

The City of Panama City desires to invest in the City’s school age children through a partnership with Bay District Schools and its mentoring program, Elevate Bay, in an effort to foster a closer relationship between the City and its schools. Schools are limited to those located within the City limits of Panama City.

City staff who wish to volunteer with Elevate Bay will be allowed to participate in designated mentoring sessions for up to one (1) hour of paid time during their regularly scheduled work period.

Those employees who wish to participate in this program will be required to have supervisor or manager approval to ensure there are no conflicts with scheduled work, and are required to have a Bay District School background check. Additionally, the employees will be considered on the clock, and are expected to take their normal lunch and break periods. A non-exempt/hourly employee participating in this program shall not work more than forty (40) scheduled hours when the time includes the one (1) hour of mentoring in any work period.