



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: New Employee Mentoring Program
Responsible Program or Office: Department on Disability Services Human Resources	Policy Number: 2018-DDS-POL002
Date of Approval by Director: October 11, 2018	Number of Pages: 2
Effective Date: October 11, 2018	Expiration Date: N/A
Supersedes Policy Dated: N/A	
Cross References, Related Policies and Procedures, and Related Documents: N/A	

1. PURPOSE

The Department on Disability Services (DDS) undertakes continuous multi-faceted employee training efforts in order to maintain a stable, well-trained and productive workforce capable of providing excellent service to District of Columbia residents. The purpose of this policy is for DDS to utilize existing agency talent to orient new employees to their division, support new employee professional development and connect new employees to the agency and its personnel.

2. APPLICABILITY

This policy applies to all DDS employees, and to DDS contract staff at DDS' discretion.

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*).

4. POLICY

It is the policy of DDS to establish and maintain a New Employee Mentoring Program (Mentoring Program) for new employees designed to leverage the expertise and talents of experienced employees to orient, train, and connect each person the agency brings on to their role, colleagues and the agency more broadly to enable them to be successful.





Through this program, mentors will provide guidance to help new employees navigate their roles and build their knowledge base and skillsets.

5. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director, and the implementation of this policy is the responsibility of the Human Capital Administrator of DDS Human Resources.

6. STANDARDS

In order to ensure compliance with this policy, the agency has adopted the following standards:

- A. Human Resources shall establish, operate, and maintain the Mentoring Program.
- B. Supervisors shall recommend experienced employees with two or more years of agency service and strong performance evaluations to serve as mentors in the Mentoring Program.
- C. Mentors are DDS employees who have been recommended by their supervisors, have not faced disciplinary action within the past three years, and indicate a willingness to participate as mentors to new employees as assigned.
- D. The assigned mentor should be in the new employees work unit and, where possible, working a similar job. However, the assigned mentor shall not be a new employee's immediate supervisor.
- E. Human Resources shall identify and maintain a list of all mentors and shall assign a new employee to the next available mentor with experience in the new employee's unit.
- F. Each mentorship shall last six weeks during which the mentor and mentee are encouraged to meet several times. At a minimum, each mentor and mentee shall complete a weekly survey evaluating their experience.
- G. Mentors and mentees are strongly discouraged from having a sexual or romantic relationship during the term of the mentorship.



Andrew P. Reese, Director



Approval Date

