



### **Policy 7-5 Suggestion System**

Employees who have suggestions for the improvement of services, reduction of costs, improvement of safety or training, or other related programs or plans are encouraged to discuss their recommendations with their immediate supervisor, who, in all cases, will submit a written report to the department head.

All suggestions will be considered and, if warranted, implemented. The Administration will notify the employee of the disposition of their proposal. If an employee's recommendation is implemented, a copy of the written reports, including the action taken, will be placed in his personnel file. Notably, excellent suggestions may be recognized with special awards as recommended by Administration.

Adopted:

Revised:

November 2021