

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources
Policy Name: Employee Suggestion Box
Policy Number: 1154
Origination Date: 10/1/2010 **Revision Date:**
Reference: COA Standard 4.01, 4.04

Policy

Kids Central, Inc. provides a suggestion box for employees to submit recommendations, ideas, or other items they would like to see considered by leadership. Suggestions may be submitted anonymously. A procedure for retrieving and reviewing employee suggestions will be managed by the Human Resources Department.

Procedure

1. The suggestion box is located at Kids Central's employee entrance.
2. Employees must submit suggestions in writing, but may do so anonymously.
3. Human Resources Staff is responsible for retrieving suggestions from the suggestion box.
4. The Human Resources Director will take all suggestions to the monthly Chiefs and Directors meetings for discussion and decision-making.
5. Suggestions and decision results will be included in the monthly Director's Update report that is distributed to all staff via email following the monthly All Staff Meeting.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date