

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration	Policy # 93-3
Title:	Employee Suggestion Review Panel	

PURPOSE

An employee suggestion review panel, comprised of the Management Action Committee and a member of the Board of Directors selected by the Board President, will meet on a quarterly basis to review ideas and suggestions submitted by employees for cost-effective and/or improved methods of operations. The suggestions May include improvements in quality, safety, and customer service.

The panel will review all suggestions and evaluate their practicality for adoption. If the suggestion is accepted by the panel, the employee will receive a cash bonus of \$25, \$50, \$100 or \$150; the amount of the bonus will depend on the panel's evaluation of the suggestion.

Employees will submit their ideas in a sealed envelope addressed to the Employee Suggestion Review Panel, C/O the General Manager. A dated receipt for the envelope will be given to the employee, if requested. Results of the panel's evaluations will be announced quarterly.

NOTE: This policy supersedes Policy 91-4 approved August 21, 1991.

Approved by CSD Board of Directors	April 21, 1993
-------------------------------------------	----------------