

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration	Policy # 2010-08
Title:	Employee Suggestion Review Panel	

PURPOSE

Rancho Murieta Community Services District (District) encourages employees to submit suggestions for cost-effective and/or improved methods of operations. The suggestions may include improvements in quality, safety, and customer service. The District has prepared the following policy/guideline to provide fair and equal consideration for all suggestions submitted.

POLICY

1. Employees will submit their suggestions to the District Secretary for inclusion in the next Management Action Committee meeting.
2. The Management Action Committee will review any and all employee suggestions submitted at the Committee's monthly meeting.
3. The Management Action Committee will review all suggestions and evaluate their practicality for adoption. If the suggestion is accepted by the Committee, the employee will be awarded a cash bonus of \$25.00, \$50.00, \$100 or \$150. The amount of the bonus will depend on the Committee's evaluation of the suggestion.
4. The General Manager will issue a memo notifying employees of the Management Action Committee's decision regarding his/her suggestion.

Approved by Rancho Murieta Community Services District Board of Directors	August 18, 2010
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