

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 91-4
Title:	Employee Suggestion Review Panel	

PURPOSE

The panel, composed of Board Member Twitchell, Former Board Member Jack Wegner and the General Manager, 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 \$50.00, \$100.00 or \$150.00. 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:

**Employee Suggestion Review Panel
C/O The General Manager**

A dated receipt for the envelope will be given to the employee. Results of the panel's evaluation will be announced quarterly.

Approved by CSD Board of Directors	August 21, 1991
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