

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.39:	Staff Suggestions
REVISED:	11/97; 06/06/09; Reviewed 06/06/18
Governing Body Approval:	01/15/15; 07/02/18(<i>electronic vote</i>)

PURPOSE: To provide a process for employees to submit constructive ideas on matters which are beyond the normal expectations of their duties or responsibilities.

PROCEDURE:

- I. The staff suggestions process provides:
 - a. An organized method for all employees to submit constructive ideas on matters which are beyond the normal expectancy of their duties or responsibilities.
 - b. A review that is unbiased, consistent, prompt, and efficient.
 - c. Awards for employees whose suggestions are adopted and constructive; tactful rejection of unacceptable ideas accompanied by the reason for rejection.
 - d. A follow-up method which insures that all personnel involved directly or indirectly with the staff suggestions process are performing their functions properly and that all benefits from this system are being realized.
 - e. A staff suggestions process which assists in improving the quality of life at the hospital.
- II. The CVH Governing Body oversees the staff suggestions process through the Quality of Work Life (QWL) Steering Committee. The Quality of Work Life Steering Committee, a joint labor-management cooperative body, consists of duly elected members from District 1199/New England Health Care Employees Union and appointed members from management and other bargaining units. These members are representatives obtained on a rotating basis from the hospital.
- III. The QWL Steering Committee will:
 - a. Provide an organized method by which all employees can submit constructive ideas for analysis and, if the ideas are accepted, receive awards.
 - b. Provide a method of evaluating employee suggestions which is unbiased, consistent, prompt, and efficient.
 - c. Interpret and clarify suggestion rules and eligibility requirements.