

## **WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL**

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.39:</b>	<b>Staff Suggestions</b>
<b>Governing Body Approval:</b>	April 29, 2018
<b>REVISED:</b>	

**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. Recognition 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 WFH Governing Body oversees the staff suggestion process. Suggestions may be brought to the attention of the Governing Body through Labor Management meetings, or individual employees' meetings with their supervisors.