

Procedure Title:

MISCELLANEOUS**PROCEDURE NUMBER: 8-0-6**

Policy Title:

SUGGESTION PROGRAM

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. As employees of Keystone, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.
2. All employees are eligible and requested to participate in the suggestion program.
3. A suggestion is an idea that will benefit Keystone by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Keystone a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.
4. All suggestions should be submitted on a suggestion form and should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.
5. All suggestions should be submitted to the Human Resources Department. As soon as possible, you will be notified of the adoption or rejection of your suggestion.
6. Special recognition will be given to employees who submit a suggestion that is implemented.

NOTES:

