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 who 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.