

Employee Suggestion Program

Board Policy: P-23
Adopted: November 11, 1997

I. General Policy Statement

The Haywood County Board of Education recognizes that school system employees are its most valuable resource in the continuous improvement of all facets of school operation. Therefore, all employees are invited and encouraged to offer ideas and suggestions on improving school operations through a formal employee suggestion program.

II. Regulations

- A. The employee suggestion program is open for participation by all school system employees except the Superintendent, Associate Superintendent, and Assistant Superintendent.
- B. The Human Resource Office is delegated the responsibility for management of the Suggestion Plan Program. This office is responsible for providing school and departmental offices with suggestion plan forms and for collecting completed forms in a frequent, timely manner.
- C. Suggestions must be legibly written and submitted on the system suggestion plan form in accordance with plan procedures.
- D. Suggestion plan forms may be obtained from each school principal or departmental office or the Human Resource Office.
- E. Completed forms may be deposited in suggestion boxes placed in each school or department. Forms may be sent through inner office mail to the Human Resource Office.

III. Procedures

- A. A Selection Plan Committee will be appointed by the Superintendent.
- B. To submit a suggestion for consideration, the eligible employee must complete all information on the form with as much support information as possible to clearly indicate anticipated benefits to the system.

- C. The Human Resource Office shall date stamp each suggestion submitted and will acknowledge the receipt in writing. The Human Resources Director shall exercise complete confidentiality throughout the evaluation and award process if so requested by the employee.
- D. The suggestion will be evaluated by the Suggestion Plan Committee within sixty(60) days from the date stamped on the suggestion form. Notification of the acceptance or rejection of the idea shall be sent to the employee.
- E. Final adoption of an idea or suggestion may be referred to the Superintendent and/or the Board of Education if adoption of the idea involves a policy change or the idea may be viewed as controversial.
- F. Reevaluation of an idea or suggestion may be requested if the employee has reasonable grounds to believe that the importance of the suggestion was overlooked or misinterpreted.

IV. Implementation and Operation

- A. Procedures will be established by the Superintendent and may be modified at any time. The Human Resource Office is delegated the responsibility for management of the program.
- B. Employees may be awarded a certificate of appreciation and/or a monetary award for the suggestion.