

XIV. EMPLOYEE SUGGESTIONS

A. POLICY

AURA recognizes that a diverse employee population will generate new and creative ideas and problem-solving methods. In order to effectively capitalize on this diversity of thought employees shall be encouraged to express themselves concerning improvement of work methods and working conditions. They are particularly encouraged to submit suggestions whereby increased productivity and economy can be achieved.

B. PROCEDURE

1. A suggestion normally will be submitted through supervisory channels to the level at which a decision can be made. The employee will be informed of the decision and of the status at reasonable interim periods. While all employees are welcome to make such suggestions, women and minority group members are especially encouraged to use this opportunity for sharing their suggestions.
2. Copies of written suggestions and subsequent actions on them should be furnished to the Human Resources Office for record keeping.