

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 903
(Replaces A.D. No. 903 dated 5/11/06)

Effective Date: April 16, 2007

SUBJECT: EMPLOYEE SUGGESTIONS

I. PURPOSE

To encourage active and retired State employees to submit ideas that reduce or eliminate State expenditures and or improve safety or the operation of State government.

II. AUTHORITY

Department of Personnel Administration (section 599.661).

III. POLICY

In keeping with the principles of continuing improvement, it is essential that staff be regularly involved in identifying improvement opportunities, particularly as they relate to safety, security, treatment, use and conservation of resources. This policy describes the avenues employees may contribute toward this goal.

IV. METHOD

There are four avenues for employees to communicate their suggestions to hospital management:

A. Employees are encouraged to submit their ideas for improvement through their immediate supervisor; suggestions are best passed on through this channel in most instances.

B. Employee Suggestion Box:

To further ensure that suggestions and problem identification is effective and encouraged, there is an employee suggestion box located in the main lobby area, and another box is located in building 31, the staff and visitor processing area. Employees who have suggestions that they feel may not be appropriate to submit through their supervisor, or for which they cannot otherwise gain full consideration, are encouraged to use the suggestion box. Suggestions should be made in a respectful manner with emphasis on solving an issue rather than blaming a policy, procedure or individual.

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C. State Merit Award Board:

Suggestions that promote efficiency and effectiveness and result in cost savings should be presented through the Merit Award Board. Ideas that fall into this category may also be presented through the direct supervisor simultaneously. Supervisors are encouraged to be mindful of this meritorious program and encourage employees who come up with creative and innovative cost saving ideas to apply. Forms are available in the Assistant Hospital Administrator's Office.

D. Safety Suggestions:

1. Any employee who observes an imminent safety hazard must report it immediately to the area's supervisor/manager and take corrective action when appropriate and possible.
2. Safety-specific employee suggestions may be made through the employee's supervisor or directly to the Health and Safety Office, or directly to any Area Specific Committee member. Safety suggestions, with hospital wide implications, will be brought forward to the Safety Committee for consideration and recommendation.
3. Employees shall receive praise and be commended for their efforts to improve safety, security and hospital performance. To the extent possible, employees submitting suggestions will receive a written response and appreciation for their efforts. Under no circumstance will employees receive reprisals or other job discrimination for expressing a concern, comment, suggestion or complaint about a safety-related matter.

V. RESPONSIBILITY

- A. The Standards Compliance Department will be responsible for review of employee submissions through the Employee Suggestion Box and coordinate the processing of these suggestions. Items requiring study or additional follow up will be referred to the appropriate department for consideration/action.
- B. The Assistant Hospital Administrator coordinates the State Merit Award Suggestion Program at the hospital.



BEN MCLAIN
Executive Director (Acting)