

Warren-Newport Public Library District **Staff Manual**

528 Suggestions for Improvement

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All employees of the Warren-Newport Public Library District (WNPLD) are eligible to contribute to WNPLD's future success and growth by submitting suggestions for practical ways to improve the work environment and/or save money.

A suggestion is an idea that will benefit WNPLD by solving a problem, reducing costs, improving an operation or procedure, enhancing patron service, eliminating waste or spoilage, or making WNPLD a better or safer place to work. Stating a problem without offering a solution or making a recommendation concerning co-workers and/or management are not appropriate suggestions.

All suggestions should be submitted on a "Direct to the Executive Director" form. Employees who have questions or need advice about an idea should contact their supervisor for help.

Special recognition will be given to employees who submit a suggestion that is implemented.