

STAFF COUNCIL POLICY

PURPOSE

To motivate and encourage employees to express and offer suggestions that would create an increased level of involvement, commitment and overall job satisfaction.

SCOPE

Employees that are nominated or chosen to represent the program they currently work at.

POLICY

Staff Council meetings will be held annually in each region. Each program will have the opportunity to send a representative(s) to the meeting to provide input and bring information from the meeting back to the staff at that location. Input from the staff will be used to make decisions and direct the team. Their direction will be established by the Quality Improvement Department.

PROCEDURE

1. Each program will nominate or choose a person to represent their location for staff council that meets annually.
2. The Regional Directors will chair the meetings.
3. Each representative will bring suggestions (from the suggestion boxes or from the posted agenda seeking input at each location), concerns and comments from co-workers to the staff council.
4. Any management concerns will also be brought to the staff council to allow input from staff on what kind of corrective action that needs to take place.
5. There will be recommendations and decisions made at the staff council meetings that will then be passed on to the sub-committees and steering committee by the Quality Improvement Department. Minutes will be completed and submitted to the Quality Improvement Department by each Regional Director
6. The finalized staff council meeting minutes with any changes and or completed follow-up will be sent out to Management to review with all employees.

WE MAKE THE DIFFERENCE