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|  METHODS PERSONNEL CAN PROVIDE INPUT TO ORGANIZATION | NO. 437 |
| POLICY:Employees of Winning Wheels, Inc. are encouraged to provide input into the organization, whether it is related to their specific department or not. PROCEDURE:The following are input opportunities for employees:1. Satisfaction Interviews - two days; two weeks, and two months after initial employment, the employee services coordinator meets with each new employee to discuss their satisfaction level. There are different issues addressed each time. The information obtained is shared with appropriate personnel.2. Meetings - most departments hold monthly meetings to solicit staff input and to educate staff.3*.* Employee Evaluations - are conducted annually. Employees are encouraged to voice concerns at that time to their supervisor.4. Input Surveys - are distributed periodically to staff. The staff are free to answer questions anonymously.5. In-service Evaluations - are completed by 5 to 10 staff following each facility in-service. The staff rates the speakers and offers recommendations for improvement in content or presentation.6. Recruitment / Retention Committee – Ideas on improvement for staff, department heads and staff management. |
| Approved: | Effective Date: | Revision Date: 9/08; 3/17 | Change No.: | Page: 1 of 1 |