


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Suggestion Program
	Policy Reference No:	8-21
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

As employees of the Township of Verona, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit the Township by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste, or making the Township a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not suggestions, and should be brought to the attention of your supervisor.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the suggested solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to your supervisor and, after review, they will be forwarded to the Township Manager. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

~~

Revision No.	Revision Date	Nature of Revision	Approved By