

## Introducing

### RIPTA's Employee Suggestion Program

- Effective July 1, 2010
- All suggestions will be acknowledged from the AGM of Human Resources and names will be kept confidential from the Suggestion Committee until suggestion is implemented;
- Employees may provide suggestions on various topics including but not limited to: budget items; improved working conditions; employee benefit improvement; increase revenue; accident prevention; process improvements; program improvements; safety; route improvements; maintenance process improvements; policy change/improvements; customer satisfaction; cost savings. Forms will be available in the HR Dept.; Newport; Driver's Lobby; Para transit Division; Maintenance Garages.
- Suggestions that are currently part of collective bargaining agreements/union negotiable items cannot be considered;
- Employee suggestion forms are also available on line. Once submitted to Human Resources, employee identity will be kept confidential until entire process has been completed and suggestion implemented. If suggestion is not implemented, the Committee will not know whose suggestion it was;
- Employee Suggestion Committee will meet monthly based on number of suggestions received;
- Suggesting employee will be kept informed throughout the process by the AGM of Human Resources;
- Monetary rewards/certificates will be given to accepted, proven suggestions based on actual savings produced or process improvements;
- Employee Suggestion Committee is comprised of management representatives of all departments as well as a Union representative from both Unions;
- The AGM of Human Resources will chair the Committee and will facilitate the entire process;
- Suggestions may be piloted for a certain length of time to measure effectiveness before an actual enactment. Suggesting employee will be notified if that is the case. Employee recognition will only be done once the suggestion's effectiveness has been proven.
- Management and Committee members are excluded from the program;
- Recognition of implemented suggestions will be done quarterly at Employee Recognition Events;