# Employees Suggestion Program

### Purpose

The Board hereby adopts and implements a program that provides District employees an opportunity to make anonymous suggestions to the Board to improve and promote education within the District.

### Log of Suggestions

A log shall be created of all written suggestions submitted to the Board at the District office.

### Status of Recommendation

The Board hereby classifies all entries into the employee suggestion log as public documents.

### Confidential Information

Log entries alleging inappropriate behavior by individuals shall not provide personally identifiable information. Any suggestion containing personally identifiable information is identified as private.

### Board Action

As a part of each regularly scheduled Board meeting, the Board shall receive a copy of the current log and may take appropriate action, if any, with respect to the suggestions.

### DFB Appendix A - Suggestion by School Employee or Citizen

Millard School District

Superintendent of Schools

285 East 450 North, Delta, Utah 84624

Telephone (435) 864-1000 - Fax (435) 864-5684

### SUGGESTION BY SCHOOL EMPLOYEE OR CITIZEN

Any school employee or citizen may make an anonymous suggestion to the Board by submitting this form to the Superintendent’s office. The Superintendent’s office will keep a log of all suggestions submitted, together with a recommended response and the name of the person making the recommendation. As part of each regularly scheduled Board meeting, the Board shall receive a copy of the current log and take action as appropriate.

Suggestion:

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Optional contact information, if the person submitting the suggestion wants follow-up:

Name: _____ Phone/Email: _____

| | |
|---|---|
| | |
| | **Source Traceability** |

Source

Use in this policy

USBA DFB - Employees Suggestion Program

Model policy retained as controlling format.

MSD Policy 1040, approved 2024

Employee/citizen suggestion process and form retained as DFB-1 and Appendix A.