PERSONNEL POLICIES AND PROCEDURES REVISION SUGGESTION FORM

A policy or procedure is only as good as its proper effect upon employee behavior and performance. We need to know your reaction to these policies and procedures. This form provides you with a meaningful tool to recommend appropriate revisions based upon your experiences.

Please complete in detail:

Policy and/or Procedure (Identify by title and page number):

_____

_____

Suggested change(s) (if more space is needed, continue on reverse side):

_____

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Please sign and forward to:
Sequatchie Valley Head Start and Child Care Services
P.O. Box 769
South Pittsburg, TN 37380

_____ _____

Signature Date