

SECTION: 1.13
SUBJECT: Internal Communication
AUTHORITY: Executive Director

Policy:

Employees shall be kept informed and receive answers to questions relating to the various policies, rules, benefits, programs and other conditions of employment. It is the policy of the Commission to provide an internal communication procedure whereby an employee may be provided a timely and appropriate response to work-related questions or problems without having to pursue the formal grievance procedure as provided by the State Personnel Rules. Nothing in this policy is intended or implied to discourage the formal grievance procedure.

Contents: 1.13.1 Supervisor's Responsibilities
1.13.2 Employee's Responsibilities

General Guidelines:

1.13.1 Supervisor's Responsibilities

- A. To respond in a timely and efficient manner to all legitimate requests for work-related information or assistance.
- B. To encourage employees to seek a response from the next level of supervision if necessary.
- C. To ensure that employees taking action pursuant to this policy shall not be subjected to any supervisory criticism or other adverse action as a result of the employee's efforts.

1.13.2 Employee's Responsibilities

- A. To be adequately informed of Commission policies, procedures and other conditions of employment relating to the Commission and the state.
- B. To seek information, answers to work-related questions and resolutions to problems through the normal chain of command, up to and including, to the Executive Director. Such information should be sought in writing and the response given in writing.

History: Est. 10/01/2003

APPROVED:

Victor J. Heller
Executive Director of Designee

October 1, 2003
Date