

Weekly Updates

August 28 , 2015

Test	Description of Changes	Affected Individuals
Employee Suggestion Box	The employee suggestion box for lab and radiology is sitting right next the time clock. There is a pocket on the side of the box with the form you can use. These boxes will be emptied routinely and suggestions brought to the Employee Engagement Committee.	All Staff
Printing	Please limit printing. Recently, printing was stopped for several hours because of 'bad' print jobs.	All Staff
Fire Drill	Please complete the affidavit if you participated in Wednesday's fire drill. If you were not here, please complete the quiz as your documentation of preparedness. (I have put the necessary forms in your mailboxes, but let me know if I overlooked you.)	All Staff
Schedule	I have put out the new schedule from September 8 until October 31 st . Please review and let me know if there are problems.	All Staff

Procedure Additions, Updates and Changes: