

Procedure for Solutions Box Response

- One member of Human Resources will collect the solution-driven recommendations form or online submission one time per week.
- One member of Human Resources will log the solution driven recommendation into a Poly Empowered Spreadsheet for tracking purposes and to ensure a response was provided.
- One member of Human Resources will send an acknowledgement in a timely manner on behalf of the Empowerment Group to the individual(s) (if known) who made the recommendation that we are in receipt and it is under review.
- If Human Resources determine that the solution driven recommendation is not a personnel matter; the recommendation will be brought to the Empowerment group.
- If Human Resources determines that it is a personnel matter, it will be handled by the President's Designee for Employee Relations.
- Once the Empowerment group receives a recommendation, it will review and if necessary, forward to SUNY Poly leadership with a recommendation from the group. A response from leadership will be made in a timely manner.
- Empowerment will respond to the individual(s) if known with the status of the review, such as if the suggested action has been implemented or is in process. If it is still under review, provide the individual(s) with an update and estimate of turnaround time.
- At the end of every semester, a summary of recommendations and actions will be published on the SUNY Poly website.