PROFESSIONAL COMMUNICATIONS

1. All employees should communicate their observations and concerns which could ensure and improve efficient operation of the District.
2. Responsible public service often requires written professional communications and prompt replies.
3. Employees may use the following form to give appropriate attention to matters of mutual professional concern in the District.

PROFESSIONAL COMMUNICATION
TO: ____________________________ DATE ___________________

The nature of this communication suggests a need for

A reply in 10 days or less   No reply, FYI.

MESSAGE:

FROM:_________________________ SIGNED:________________________ DATE:_____________________

REPLY:

White-return to sender Yellow-for person addressed Pink-retained by sender

2410-ES-a