

**City of Plano
Employee Suggestion Box Responses
January/February 2020**

Thank you for participating in the Employee Suggestion Box. I appreciate your thoughts about doing things in a new or better way. I like big ideas and particularly if they improve our ability to provide Plano-level services to our citizens.

You can email your suggestions to me at empsugbox@plano.gov. I plan to respond to your suggestions within 30 to 60 days. If you don't want to use the employee suggestion box, that's OK. Sometimes it's quicker, easier and more appropriate for you to share your ideas for improvement with your supervisor.

Also, it's OK and actually preferred for you to contact Human Resources directly if you have thoughts or questions about employment law or employee benefits. That route will most likely provide you with a response that is more timely and specific to your needs.

Lastly, you can search for responses to previous employee suggestions by using the search function of teamplano.us. Responses to similar suggestions might provide you with immediate answers and insight.



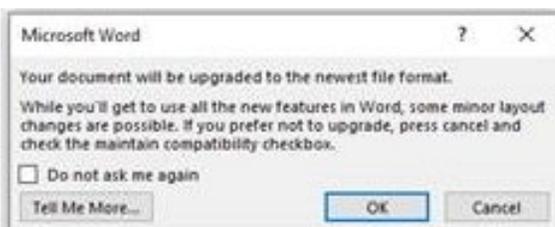
Below are responses to recent suggestions:

I had a suggestion regarding work attire on weekends. Many employees who work on weekends are employees who are on their feet a lot, such as library and parks & rec staff who find themselves very active. Would it be possible to allow city staff to wear jeans on weekends, or at least on Saturdays?

RESPONSE:

Thank you for your suggestion. Per [Policy 209.000 Dress Code](#) the City encourages a business casual work environment that communicates an outward professional image. Jeans are inappropriate for that image other than a few specific exceptions. One of the exceptions is if your department director deems it appropriate for your work assignment. If you feel wearing jeans is appropriate for your particular work assignment, please discuss with your supervisor.

Would it be possible for someone to take off the extra page on the expense report (S:>FORM>City Forms>EXPENSE REPORT 2020)? It is blank but I imagine a lot of people print it out and that is a waste of paper for the city and the environment. The original document on the S: drive is a .dot document and, when you go to save it to a .docx drive on your own account, it turns it into a 2 page document and you get this message:



RESPONSE:

Thank you for your suggestion and looking for ways to avoid waste.

A .dot file is a Microsoft Word template document that cannot be saved directly, only “saved as.” This is by design so that forms with multiple users such as our expense report are protected from one user accidentally saving their data to the original template.

When you “save as” your expense report, if you have upgraded software from the original template, some minor layout changes are indeed possible. Apparently, having upgraded software on your system is creating an extra space or two resulting in the generation of a blank additional page on this particular template. As the City moves through the process of updating/re-creating our templates, this situation should eventually remedy. In the meantime, it is good practice to manually eliminate any blank pages created by the software upgrade by deleting extra spaces/adjusting margins on your saved document.

Incidentally, the default setting for printers should be “print on both sides.” With the particular issue you describe, your expense document should still only use one piece of paper (the expense report on the front side, and the blank page on the back side).

If you have further questions or problems with printing or saving forms, please feel free to contact the Service Desk at x-5306 or support@plano.gov.

UPDATES TO PREVIOUS SUGGESTIONS

From September 2019: Suggestion to develop a reference sheet for standards set by the City.

The Communications & Community Outreach department has developed a writing style guide for use by employees of the City of Plano. While everyone has a favorite style preference (typically based on a style you used for college and/or school work), the City follows AP Style with exception to select historical and legal documents of the City (ordinances, resolutions, proclamations, etc.).

The writing style guide explains how to best compose material for the City in both print and digital forms and includes tips on how to avoid common errors.

The style guide is available on the [S drive in the logo folder](#).

***All employees participate in management of the City and are responsible for ensuring quality service.
Thank you for making Plano the City of Excellence!***

Please print and post the Employee Suggestion Box Responses for those without email.