

**Navy Public Works Center
Detachment Philadelphia
STANDARD OPERATING PROCEDURE**

GRASSROOTS S MEETING

PROCEDURE NUMBER 500.47

DISCLAIMER: These Standard Operating Procedures (SOP) are for the exclusive use of NAVY PUBLIC WORKS CENTER (PWC) NORFOLK DETACHMENT PHILADELPHIA. They are promulgated as guidance for other NAVFAC COMMANDS. If intended to be used by other Activities, they must be tailored to each Activities particular requirement and must be reviewed/approved by the activities Safety Professionals prior to use.

Prepared By Joe Walters 12/01/02
(Date)

Approved By:
Code 030: _____
(Date)

Safety Professional: _____
(Date)

Department Head: _____
(Date)

Officer in Charge: _____
(Date)

Code 500

Standard Operating Procedure
Grassroots Meeting
Procedure Number 500.47

1. The intent of the grassroots meeting is to have an open line of communication directly between the blue-collar worker and top level management. The idea is to solicit fresh new ideas; lay to rest rumors and give the employee's a better understanding of the every day operation of the organization.

2. Rules –

- A. The number one rule of the team is that anything can be brought to the table without fear of reprisal
- B. Each work group should have a representative present.
- C. Keep the meeting flowing and not allow any one individual to take over the meeting
- D. Set the date, time and place on a recurring monthly basis and E-mail a reminder to all supervisors.
- E. Have the minutes completed and sent to all members and supervisors in a timely fashion and made mandatory to be read at that muster.
- F. The meeting will be chaired by a senior manager

3) FORMAT-

- A. The chair will open the meeting by going over the previous months minutes followed by new business and the overview of the organization.
- B. Questions will be taken in a round robin format
- C. Nominations taken for employee of the month.

4) EMPLOYEE OF THE MONTH-

- A. All nominations will be filled out on the approved employee of the month form
- B. By Laws for candidate selection :
 - 1) Each person in a work center will take a vote on a person they think should be employee of the month
 - 2) That work centers grassroots representative will fill out a nomination for their candidate.
 - 3) All ballots will be read at the meeting and a vote will be taken by the committee to select a minimum of two employees for incentive awards.
 - 4) The DET. Management will review and issue awards to approved selected employees.
 - 5) The runners up may get less cash **OR** honorable mention in the Det magazine.