

Employee Advisory Council (EAC)

Executive Summary for Leadership

July 22, 2026 Meeting

The Employee Advisory Council (EAC) met on July 22, 2026, to review several employee experience, communication, policy, recognition, and operational initiatives. The Council's focus was to provide employee-centered feedback and develop practical recommendations that improve communication, workplace culture, consistency, and operational efficiency across River Hills.

Key Recommendations

1. Communication Improvement Initiative

The Council unanimously supported implementation of the new **Communication Guidance Tool** and **Conference Room Etiquette Guide**.

These resources are intended to:

- Improve communication consistency across the organization.
- Help employees choose the appropriate communication method.
- Reinforce professionalism and respectful workplace interactions.
- Reduce reliance on personal texting and informal communication.
- Support new employee onboarding and department education.

The Council also endorsed developing a series of **River Hills Guides** - concise, one-page reference tools that simplify policies and reinforce organizational expectations. Initial priorities include communication, conference room etiquette, meeting etiquette, dress code, recognition, and respect in the workplace.

2. Employee Recognition Program

The Council recommended replacing the previous recognition program with a new employee appreciation initiative called **Everyday Excellence**.

Recommendations include:

- Simple peer and leader recognition.
- Monthly recognition drawing.
- River Hills-branded appreciation items.
- Focus on creating a culture where employees feel valued through frequent, meaningful recognition.

The Council agreed to defer implementation of a second-tier "Extra Mile Award" until the Everyday Excellence program has been evaluated.

3. Employee Referral and Sign-On Incentives

The Council supports revising the Employee Referral and Sign-On Bonus Policy to allow **flexible, recruitment-driven incentives** rather than permanent bonuses.

The proposed approach would allow Human Resources and Executive Leadership to offer incentives only when necessary for:

- Difficult-to-fill positions
- Critical staffing needs
- Competitive labor markets
- Specialized recruitment efforts

This recommendation provides greater flexibility while allowing River Hills to remain fiscally responsible and competitive in recruitment.

4. Dress Code Modernization

The Council reviewed a comprehensive revision of the Dress Code Policy.

Overall feedback supported:

- Simplifying the policy.
- Removing outdated and highly prescriptive appearance requirements.
- Maintaining infection prevention and safety standards.

- Allowing reasonable personal expression while preserving professionalism.
- Adding religious and medical accommodation language.

Additional discussion is needed before final approval regarding:

- Hair color expectations.
- Casual dress standards.
- Examples of prohibited attire.
- Consistent application across departments.

5. Operational Efficiency & Internal Inventory

The Council recommended improving organizational resource management through:

- A centralized inventory tracking process.
- Shared inventory visibility.
- Manager-approved work orders for inventory movement.
- An "Ask Before You Purchase" initiative encouraging reuse of existing organizational assets before new purchases are made.

These recommendations support both fiscal stewardship and improved asset management.

6. Environmental Sustainability

The Council endorsed several sustainability initiatives, including:

- Launching a battery recycling program.
- Exploring expanded cardboard and plastic recycling opportunities.
- Promoting reuse and responsible disposal of organizational resources.

These efforts align with organizational stewardship and environmental responsibility.

Overall Themes

Throughout the meeting, the Council consistently emphasized several organizational priorities:

- Improving communication and reducing confusion.
- Creating practical tools that simplify policies.
- Recognizing employees in meaningful ways.
- Modernizing policies while maintaining professionalism.
- Strengthening consistency across departments.
- Encouraging fiscal responsibility through improved resource management.
- Supporting a respectful, engaged, and positive workplace culture.

Next Steps

The Council recommends moving forward with Administrative Leadership review of the following initiatives:

- Communication Guidance Tool
- Conference Room Etiquette Guide
- River Hills Guides Initiative
- Everyday Excellence Recognition Program
- Flexible Employee Referral and Sign-On Bonus Policy

The Dress Code Policy will return to the EAC following additional revisions before being presented for leadership consideration.

EAC Perspective

The Council continues to provide valuable employee insight into organizational initiatives before implementation. This collaborative approach allows River Hills to refine policies and communication with direct employee feedback while promoting transparency, engagement, and shared ownership of organizational improvements.