

# EMPLOYEE SUGGESTION AWARDS PROGRAM



Employee Communications  
 400 South Fort Harrison Avenue – #430  
 Clearwater, FL 33756  
<http://ups.co.pinellas.fl.us/>  
 Phone: (727) 464-4064  
 Fax: (727) 464-4130  
 Employee Info-line: (727) 464-5100

It just makes good sense that employees closest to the job know best how to do their job more efficiently, safely and/or cost effectively. If your suggestion is adopted, you will be rewarded for your idea and for taking the initiative to submit it. So, look for ways to improve your area and submit your best ideas. All classified employees are eligible to participate.



*A suggestion for debris removal that reduced the need for two people to do the job was submitted by Peter Provatas, Electrical/Mechanical Technician 1, Utilities. Pete's idea is estimated to produce cost savings of \$1,800, resulting in a \$180 cash award to Pete.*

If your idea is adopted, you will receive either a cash award or your choice of a special gift. Cash awards are:

- Cost-saving suggestions - 10% of the estimated first year's savings, up to \$2,500
- Intangible suggestions - up to \$250
- Safety suggestions - up to \$500

An official submission is included here. Additional forms can be found on the Intranet <http://ups.co.pinellas.fl.us/>, or call Employee Relations at 464-4064 and one will be sent to you. Completed forms should be sent directly to the Personnel Department and do not have to go through your supervisor. This direct

transmission preserves the anonymity of your suggestion, which is sent to reviewers and the Employee Suggestion Awards Committee (ESAC) without your name being identified.

Once submitted, it is reviewed for eligibility and completeness by Employee Communications. Eligible suggestions are then assigned an identification number and forwarded to department heads most knowledgeable about the scope of the suggestion for evaluation and recommendation.

Detailed reasons are required for suggestions not recommended for adoption. Recommendations will include an evaluation of such factors as degree and effectiveness of improvement expected, ingenuity of the idea, estimated cost savings, cost of adoption and amount of thought and effort expended in coming up with the suggestion.



*Marjorie Maxey, Fiscal Records Specialist, Clerk of the Circuit Court, Tyrone Office, suggested that information on the option of paying fines or other charges by credit card via a telephone call be included on all appropriate forms. Marjorie was awarded \$50.00 for her suggestion.*

3. Has your suggestion already been implemented? Yes  No  If yes, when? \_\_\_\_\_

B. INSTRUCTIONS FOR COMPLETING THIS PORTION  
 1. On the lines below give a brief, non-technical description of your suggestion.

2. Clearly identify the problem prompting your suggestion and show in detail how your suggestion will solve the problem.
3. If this is a cost-saving suggestion, your estimate of any net savings must pertain to only the first year and must deduct all start-up costs such as materials, new purchases required, etc. You must also provide detailed documentation of how you arrived at your estimate which is \$ \_\_\_\_\_.
4. Include sketches, samples, layouts or other supporting information which will be helpful in understanding your suggestion.

MY SUGGESTION IS: (Describe your suggestion on a separate sheet of paper)

(Please Return Completed Form To The Personnel Department)

Reviews and recommendations are then sent for final decision to the ESAC that meets quarterly. The ESAC is composed of the Clerk of the Circuit Court, County Administrator, Property Appraiser, Supervisor of Elections, Tax Collector (or their designated representatives), two members of the Employees' Advisory Council and the Director of Personnel.

Shortly after each meeting of the ESAC you and your department/office head will be advised of the committee's decision on your suggestion. Monetary awards will be added to your paycheck; non-cash awards will be received via interoffice mail. An acknowledgement is inserted in each winner's personnel file and winners will be recognized in *The Pen*, the Pinellas Employee Newsletter. If your suggestion is not adopted you will be notified directly by mail with an explanation as to what the ESAC based their decision on.

You can speed the processing of your suggestion by following these tips:

- Make sure you thoroughly identify the problem covered by your suggestion and show in detail how your suggestion will solve the problem. Use photos, sketches, samples, etc., if needed.
- For cost-savings suggestions, be sure to show how you arrived at this estimate. Remember to deduct any start-up costs arising from implementing your suggestion.

- Carefully review the list of reasons for ineligible suggestions that follow to be certain they do not apply to your idea.

Suggestions not eligible for consideration are those which:

- Offer no specific recommendation for correcting or improving the stated problem.
- Exist only because established policy and/or procedures are not being followed.
- Involve the elimination, lowering or raising of county taxes or deal with organization/reorganization of County elements.
- Encompass matters considered to be part of an employee's normal job responsibilities.
- Embrace matters involving assigned or contracted audits, studies, surveys, reviews or research which suggest the need for relief and/or improvement of a problem area.
- Propose ideas that are already under consideration or were previously suggested.
- Deal with personal grievances, salary schedules, job classifications, and time and leave regulations or fringe benefits.
- Involve procedures that have not been in effect for at least six months.

- Are not submitted within six months after date of implementation.



Survey Technicians Al Teague, Greg Smith, Jack Luebbe, Curt Martinez, Trish Burke, Don McDonald and Cindy Hasher, and Land Survey Support Specialists Penny Standridge and David Miles recommended an easy to use lift system for manhole cover removal that will provide greater safety, and eliminate back injuries and time lost from the job. For their safety suggestion, the team was awarded \$500 (or \$55.55 to each team member).

COVER PHOTO: The team of (l-r) Michael D. Christiansen, Craftworker 3; Raymond Kosach, Sr. Elec Spec; Phuc Van Phan, Electrician of General Services; and Van Ervin Cobb, Craftworker 2; Facility Management at the Detention Complex designed, built, tested and installed door controls to replace the old failing doors at the C-barracks of the County jail. The cost savings was \$80,000. The committee awarded the team \$2,500 (or \$625.00 to each team member).

SUGGESTION NO. \_\_\_\_\_  
(For Personnel Use Only)

**PINELLAS COUNTY EMPLOYEE SUGGESTION FORM**

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ TITLE: \_\_\_\_\_  
I have read the non-eligibility rules and declare that they do not pertain to my suggestion. I hereby understand, and agree, that the acceptance by me of any monetary award from Pinellas County for this suggestion shall be deemed payment in full for myself, my heirs, or my assignees. I hereby waive claim or claims against the County which may arise as a consequence of the County adopting this suggestion. Work Phone # \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(If this is a group suggestion, all other joint suggesters must sign on the lines below.)**

A. BEFORE DESCRIBING YOUR SUGGESTION IN DETAIL ON THE REVERSE SIDE, PLEASE ANSWER THE FOLLOWING:

1. Does your suggestion apply only to your own department/office? Yes  No   
If it applies to your work site only, give work site: \_\_\_\_\_  
If it is applicable also to other departments/offices/work sites list them below: \_\_\_\_\_

2. Will your suggestion result in dollar savings to the County? Yes  No   
**If yes, refer to Instruction #B3 on the reverse side.**