

EXTRACT OF EMPLOYEE SUGGESTION AWARDS PROGRAM RULES

The purpose of the Employee Suggestion Awards Program is to encourage employees to submit suggestions which will improve the productivity, safety, quality and cost-effectiveness of County services and operations. It is designed to recognize suggesters with either cash or honorary and gift awards and to share their ideas with other appropriate elements of the County.

All employees within the Classified Service of the Unified Personnel System (including temporary and part time) are eligible to participate in the program.

Each suggestion must concisely identify a problem or area in which productivity, efficiency, quality, safety or cost effectiveness can be improved and must recommend a remedy for the problem or procedure/operation cited.

Suggestions fall into one of these three categories:

1. Tangible net cost-saving ideas that can be measured in before and after costs.
2. Intangible suggestions which are beneficial but cannot be measured in dollars. These may include improvements in service to the public, changes in procedures, revisions of forms and enhancement of employee working conditions, health and morale.
3. Suggestions which promote safer methods, practices and procedures.

When cost savings are claimed, the suggester must list the estimated net amount of such savings, with detailed documentation therefore, and ensure that an appropriate deduction is made for any start-up costs (labor, materials, etc.). Estimates of cost savings cover only the first year after adoption.

Suggestions Pertaining to the Following Are Not Eligible for Consideration:

1. Those which do not offer a specific solution or procedure for implementing the suggestion.
2. Improving or correcting conditions which exist only because established policy and procedures are not being followed.
3. Duplication of a suggestion previously submitted.
4. Eliminating, lowering or raising fees or taxes levied by the county, city, state or other governmental entity.
5. Matters which are considered to be part of the normal job responsibilities of the employee.
6. Matters resulting from assigned or contracted audits, studies, surveys, reviews or research.
7. Ideas already under consideration by management.
8. Suggestions submitted by an employee whose primary duties involve development or evaluation of cost-saving ideas of the department.
9. Suggestions dealing with new procedures that have not been in existence for at least six months.
10. Personal grievances.
11. Salary schedules, job classifications, time and leave regulations or fringe benefits.
12. Suggestions submitted more than six months after implementation, or nine months after implementation in unusual cases, except where acceptable justification for the delay is furnished.

Reconsideration of Non-Adopted Suggestions:

1. When an employee's suggestion is not approved for adoption, that employee has the right to request that the Employee Suggestion Awards Committee reconsider its decision.
2. The appeal must state in detail the basis for requesting further consideration and must be submitted within 15 days of notification of the Committee's original decision.
3. After the appeal has been returned to the original reviewing official for additional study and recommendation, it will be forwarded to the Employee Suggestion Awards Committee which will give full consideration to all relevant information in the case prior to making its decision which will be final.

Suggestions must be submitted only on the attached form. Additional forms may be obtained through your supervisor or by calling Employee Relations at 464-3506.