



HUMAN RESOURCES POLICY MANUAL

Section

6.35

Effective Date

10-1-89

Subject

EMPLOYEE SUGGESTION

Supersedes

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I. POLICY STATEMENT

It is the District's policy to provide an Employee Suggestion Program (ESP) to encourage employees to present ideas that will reduce costs through increased efficiency and productivity, improved procedures, and safer working conditions. The program provides recognition and/or cash awards for acceptable suggestions which are implemented.

II. PURPOSE

The purpose of this policy is to establish guidelines to be followed for submitting suggestions and providing monetary awards for suggestions.

III. DEFINITIONS

The following definitions shall apply in the administration of the program:

"Program" means the District's Employee Suggestion Program.

"Supervisor" means an individual appointed to administer the Employee Suggestion Program.

"Joint Suggestion" is a suggestion submitted by more than one employee.

IV. PROCEDURE

A. Submitting an Award

1. Suggestions must be completed on the Employee Suggestion Application (Form No. PERS-128). Each work site is stocked with forms, brochures, and envelopes. Extra forms are ordered as needed by each location.

2. Suggestions are deposited in the Suggestion Box provided at each work location. Upon receipt, suggestions are acknowledged by form letter. Ineligible suggestions are returned with an explanation of ineligibility.

Employees are expected, as part of their job, to suggest better ways of doing things. Therefore, awards will not

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be made for suggestions which fall within an employee's expected duties.

Eligibility of suggestions which may be "within the scope of normal job requirement of the suggestor" shall be determined by reviewing the specification for the classification of the suggestor.

3. Suggestions to be investigated shall be clocked or stamped in, and referred to the appropriate ESP Committee Evaluator for review. Suggestions shall be investigated as quickly as possible.

Suggestions remain anonymous, except to the Program Supervisor, until final action is taken.

B. Monetary Awards

Monetary awards are based on the estimated net savings of the first year as follows:

<u>Estimated Net Savings First Year</u>	<u>Amount of Award (Maximum)</u>
Under \$500	No Monetary Award
\$500 - \$10,000	10% of estimated net savings - first year
\$10,000 or more	\$1,000

Suggestions recommended for monetary awards shall be transmitted promptly to the Director of Personnel and shall include sufficient detail to permit a review of the estimated net savings. They shall be accompanied by a statement advising when the suggestions were or will be put into effect. In case of identical or duplicate suggestions, only the one received first, as indicated by the time stamp, shall be considered. Each suggestor whose suggestion is approved for a monetary award, shall receive a Certificate of Award and a check at a presentation in front of the Board arranged by the Program Supervisor. A copy of the Certificate of Award shall be sent to the work location to be placed in the employee's file.

When a monetary award is approved for a joint suggestion, the amount of the award shall be divided equally among the employees who signed the suggestion, unless a different distribution has been specified in writing by the suggestors.

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A copy of any Certificate of Commendation for a non-monetary award shall be sent to the work location to be placed in the employee's file.

C. Maintenance of Suggestions

All suggestions shall be held by the Program Supervisor indefinitely. During this period any suggestion may be reconsidered upon presentation of additional, pertinent information by the original suggestor.

All suggestions remain the property of the suggestor until the suggestor has been notified of the final action. When a suggestion is approved for a monetary or non-monetary award, the suggestion becomes the property of the District. If the suggestion is patentable, the District reserves full right to the patent and to commercial exploitation.

V. FURTHER INFORMATION

If you need further information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.