



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: EMPLOYEE SUGGESTION AWARD PROGRAM	Policy Number A-12	Page Number: 1 of 5
	Date Adopted: 11/19/1991	Revised Date:

BACKGROUND:

The Employee Suggestion Award Program is intended to encourage employee participation in improving the efficiency and effectiveness of their job and County operations in general. It is also intended to motivate employees toward problem identification and to stimulate creativity in problem solving. The program provides means to communicate to the employee the high value County management places on constructive ideas through recognition and reward.

POLICY:

It is the Policy of the Board of Supervisors that:

1. Administration of the Employee Suggestion Award Program of the County of El Dorado be governed by Administrative procedures promulgated by the Chief Administrative Officer.
2. Management shall support and encourage participation in the suggestion award program.
3. Management shall be responsible for the timely completion and return of suggestion evaluation forms.
4. A Suggestion Awards Committee is created comprised of (a) the CAD or designee; (b) the Auditor-Controller or designee; (c) the Personnel Director or designee; (d) one Department Head; (e) three employee representatives, designated by the employee organizations and one employee representative from unrepresented management and confidential employees.



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BOARD OF SUPERVISORS POLICY**

Subject: EMPLOYEE SUGGESTION AWARD PROGRAM	Policy Number A-12	Page Number: 2 of 5
	Date Adopted: 11/19/1991	Revised Date:

5. Every employee of the County of El Dorado and every employee of Board of Supervisors governed districts will be eligible to submit suggestions and receive cash awards under the program with the exception of the following:
 - a. Members of the Board of Supervisors and their personal staff.
 - b. Board or Commission members appointed by the Board of Supervisors.
 - c. Members or the Suggestion Awards Committee.
 - d. The Chief Administrative Officer and/or staff analysts in the Chief Administrator's Office.
 - e. Department Heads
 - f. Consultants employed by the County.
6. The award for savings to the County for the first calendar year's projected net savings will be 10% of the savings up to a maximum award of \$1,500.
7. Upon finding that a new savings will accrue to the County by adopting and placing the suggestion into operation and also finding that there is unusual difficulty in computing such net saving, the Awards Committee may recommend to the Board that the employee be paid a preliminary award not to exceed \$100 and that the suggestion be re-evaluated after it has been in operation for twelve months. If, after re-evaluation of the operation and re-estimating the first year's net savings, the Committee finds that a larger award than the preliminary award should be paid to the employee, the Committee shall recommend that the employee be paid



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page Number:
EMPLOYEE SUGGESTION AWARD PROGRAM	A-12	3 of 5
	Date Adopted:	Revised Date:
	11/19/1991	

an additional award equal to 10 of the re-estimated first year's net savings (less the \$100 paid). In no event shall the total monetary award exceed the aggregate total of \$1,500 for any one suggestion.

8. Upon finding that a new savings will accrue to the County through analyzing and placing a suggestion in operation, and that it is impractical or uneconomical to estimate the amount of such savings, the Awards Committee may recommend to the Board that the employee be paid a monetary award not to exceed \$1,500.
9. If a suggestion is not adopted or cannot be placed in operation, but leads to the adoption of a subsequent improvement which can be logically shown to have come from the original suggestion, the Awards Committee may recommend to the Board that the employee be paid a monetary award not to exceed \$100.
10. The Awards Committee shall recommend that a Certificate of Award be given to the originator of an adopted suggestion which has resulted in a monetary savings to the County. The Certificate shall be presented to the employer along with the monetary award in an appropriate ceremony. A copy of the suggestion and the Certificate of Award shall become a permanent part of the employee's personnel file.
11. Monetary awards shall be paid by the Auditor-Controller from the Productivity Improvements budget. Cash awards are subject to state and federal withholdings. The Auditor-Controller shall be responsible for computing, accomplishing and reporting all withholdings.



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: EMPLOYEE SUGGESTION AWARD PROGRAM	Policy Number A-12	Page Number: 4 of 5
	Date Adopted: 11/19/1991	Revised Date:

12. The Awards Committee shall recommend the awarding of a Certificate of Commendation to an employee whose adopted suggestions do not qualify for a monetary award, but which represent an important contribution to the County.
13. The Committee may recommend the awarding of a Certificate of Commendation to employees whose suggestion is not adopted but represents an important contribution to the County.
14. The Committee may recommend that a Certificate of Commendation be awarded to an employee who does not qualify for a cash award, but has submitted a meaningful suggestion which otherwise would qualify for a cash award.
15. The Committee may recommend that special awards be given from time to time for significant suggestions that result in benefits to the County.
16. All suggestions which are adopted shall become the property of the County of El Dorado. The suggestion form shall include a waiver of ownership of the suggestion and of any future claims upon the County based upon the suggestion.
17. By submission of a suggestion, the employee thereby waives any claim for compensation for such suggestion, other than as herein provided, and each suggestion fort submitted by an employee shall contain such a waiver.
18. The Board of Supervisors' decisions regarding the suggestions and monetary award are final.

Primary Department: Chief Administrative Office References: None



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BOARD OF SUPERVISORS POLICY**

Subject: EMPLOYEE SUGGESTION AWARD PROGRAM	Policy Number A-12	Page Number: 5 of 5
	Date Adopted: 11/19/1991	Revised Date:

References: None

El Dorado County



Employee Suggestion Program

EL DORADO COUNTY EMPLOYEE SUGGESTION PROGRAM

The Employee Suggestion Award Program was developed to encourage employee participation in improving the efficiency and effectiveness of County operations. It is hoped that the program will motivate employees toward identification and creative problem solving. The Committee is interested in all ideas which may result in more efficient operations, or financial savings.

If your suggestion is implemented and results in savings to County funds, at the end of the first calendar year after adoption, your award will be 10% of the computed savings (up to a maximum of \$1,500). Copies of the entire Suggestion Program Policy are available from the Administrative office. Please refer to BOS Policy A-12.

A Suggestion Awards Committee makes recommendations to the Board of Supervisors and consists of the (a) CAO or designee, (b) the Auditor-Controller or designee, (c) the Personnel Director or designee, (d) one Department Head, (e) three employee representatives, designated by employee organizations, and an employee representative from unrepresented management and confidential employees.

Every employee of the County of El Dorado, and every employee of a Board of Supervisors' governed district, is eligible to submit suggestions and receive cash awards under the program with the exception of:

- Members of the Board of Supervisors and their personal staff.
- Board or Commission members appointed by the Board of Supervisors.
- Members of the Suggestion Awards Committee.
- The Chief Administrative Officer and/or staff analysts in the Chief Administrator's Office.
- Department Heads
- Consultants employed by the County.

The Awards Committee may recommend the awarding of a Certificate of Commendation to an employee whose adopted suggestion does not qualify for a monetary award, but whose suggestion represents an important contribution to the County. The Committee may also recommend that a Certificate of Commendation be awarded to an employee who does not qualify for a cash award, but has submitted a meaningful suggestion which otherwise would qualify for a cash award.

----- **SUGGESTION** -----

Suggestion need not be on this form. You should, however, use this format when submitting your application. Your statements should be as specific as possible. An example of a sample "suggestion" can be obtained from the CAO's office. Submit your suggestion to the CAM office, and a copy to your department head. The suggestion will be evaluated by staff in conjunction with affected departments, and forwarded to the Awards Committee for their review and recommendation. The Suggestion Committee will meet quarterly and forward their recommendation to the hoard of Supervisors.

Suggestions which do not provide sufficient description, cost information, and data, to facilitate analysis will be returned as incomplete. A suggestion must be deemed as complete, for the purpose of evaluation by the committee, two months from the period it is first submitted to the committee.

TIME OF SUGGESTION: _____

Departments Affected: _____

Total Expected Annual Savings: \$ _____ One-time On-going

Productivity/Effectiveness/Efficiency: _____

Cost/Benefit Analysis: _____

Description of problem and present method or procedure: _____

My suggestion is: (Specify in detail. Attach additional pages, sketches of samples, etc., to clarify. You may be contacted if additional information is needed before your idea can be properly evaluated).

How will this suggestion improve service, reduce cost, improve the work environment or increase revenue for the County?

Name (print): _____ Signature: _____ Date: _____
Employee Classification: _____ Employer (Dept.): _____
Mail Address: _____ Employee Phone: _____