

# Employee Suggestion Program Information

## City of Rapid City

Rapid City, South Dakota 57701-5035

Human Resources

300 Sixth Street

605-394-4136

**PURPOSE:** The Employee Suggestion Program was created to provide increased efficiency of governmental operation by giving employees an incentive for improving the economy, safety, and quality of municipal work.

**NOTIFICATION** Employees shall be informed of this program during their orientation.

**Comment [L1]:** If employees do not know of the program, they can not use the program.

Communication is critical to making a program function.

**SUGGESTION DEFINED:** A suggestion is a written proposal clearly recommending a specific device or method to do a job, system, or procedure for better, quicker, easier, safer, ~~or reduced cost~~, or increased revenues; to handle additional workload with the same staff; to produce a more efficient operation with better control; and/or, to improve the quality of service. To be considered under this program, a suggestion should be concerned with improving operations of the City of Rapid City government and must be submitted in writing prior to implementation. Suggestions directly related to the following subjects shall **NOT** be eligible for awards:

Personal grievances;

Matters within the scope of collective bargaining;

Classification and pay of positions;

Matters already under study or review by management;

A duplicate of another suggestion already under consideration;

Matters which are the results of assigned or contracted auditing, studies, surveys, reviews, or

research;

Matters requiring legislative action other than by City ordinance;

Matters requiring adjudication;

Stricter enforcement of already existing rules, regulations, and laws within or outside the city;

New or newly modified or designed equipment, systems, procedures, etc., within the first 90 days

of its use in the City operation; and/or,

Matters directly ~~relating described to~~ in the employee's assigned essential duties and responsibilities within their position description, or when the employee is expected or required to make such suggestion as part of his/her job, ~~and when such suggestion can be implemented by the employee without consulting higher authority.~~

**Comment [L2]:** This comes from the description as outlined in the Position Descriptions for the City's jobs.

**Comment [L3]:** This eliminates the incentivization for employees to implement suggestions that could be cost-saving, but would require time and effort outside of their individual described job duties and responsibilities. Even though they can, will they?

**ELIGIBLE EMPLOYEES:** Any city employee is eligible to receive an award for an approved suggestion, **except** for the following:

Members of the City Council, appointed advisory boards, or commissions;

Members of the Employee Suggestion Committee(all Department Directors);

Assistant Finance Officer; Assistant Chief of Police; Assistant Fire Chiefs, Engineering Project

Engineer; and/or

Any employee assigned to a position conducting research and development or requiring the solution of to specific problems where the suggestion would be within the scope of such research, development, or problem.

**EMPLOYEE SUGGESTION COORDINATOR:** The Community Resources Director as the Employee Suggestion Coordinator, shall decide what evaluation process is needed to determine cost effectiveness and/or intangible benefits that may derive from the suggestion, shall monitor each suggestion to ensure timeliness of response, and shall notify the employee submitting the suggestion of the final disposition.

**AWARDS:** Based on favorable recommendations of the Committee, the Mayor may make the following awards for suggestions having merit:

Cash awards – tangible suggestions. The amount of the award for tangible suggestions (those for which a monetary value can be readily determined) is 10 per cent of the ~~estimated~~ actual first year's net savings or net increase in revenue, with a ~~minimum award of \$10 and~~ a maximum award of ~~\$1,000~~ \$10,000. Net savings is defined as the ~~estimated~~ actual first-year net cost reduction resulting from implementing the suggestion, as determined by the committee. In determining the net savings, the cost of implementing the suggestion shall be amortized over a three-year period and the cost of capital expenditures shall be amortized over the life expectancy as determined by the City's Finance Officer. Net increase in revenue is defined as the ~~estimated~~ actual first-year net increase in revenue production from a specific source resulting from implementing the suggestion. Costs for implementing the suggestion and capital expenditures shall be amortized as indicated above.

Cash award – intangible suggestions. The amount of the award for intangible suggestions (those involving improvements in working conditions; procedural changes; forms revisions; improvement in employee morale, health, safety, or related improvements; or, other recommendations for which a monetary value cannot be readily determined) will be as follows:

- One to 10 employees, up to ~~\$25~~ \$75;
- More than 10 employees to a full division, up to ~~\$75~~ \$100;
- More than a division to a full department, up to ~~\$100~~ \$250;
- More than one department to the City in general, up to ~~\$300~~ \$500.

Certificate of Award, signed by the Mayor and Community Resources Director, will accompany all cash awards.

Certificate of Commendation, signed by the Mayor and Community Resources Director will be issued to employee whose suggestions contain merit but are not recommended for cash award.

**PROCEDURE:** Eligible employees may submit their suggestion on an Employee Suggestion Form which may be obtained within their department, on the intranet site, ~~or~~ at the City Human Resources Office, or by contacting the Employee Hotline. Sufficient information should be included to assure that the intent is fully understood and can be readily evaluated. The completed form must be forwarded to the Employee Suggestion Coordinator (Community Resources Director.) All suggestions are acknowledged and the Employee Suggestion Coordinator will advise the employee of the final decision following evaluation and Committee action.

**Comment [L4]:** Any suggestion yielding \$100,000 or more of savings or increase in revenue, shall be limited to only 10% of a suggestion equivalent to a savings or of \$100,000.

I believe it would be quite rare that we would get a suggestion yielding over \$100,000 in net savings or increases in revenue.

**Comment [L5]:** This recommendation comes from the Mayor and Mr. Jeff Barbier, our Community Resources Director.

I believe it would incorporate employee suggestions into the "Fraud and Waste Hotline."