



RAPID CITY, SOUTH DAKOTA 57701-2724

Human Resources
 300 Sixth Street
 605-394-4136

TO: Public Works Committee
 FROM: Tammie Krumm, Human Resources Manager
 SUBJECT: Employee Suggestion Program – Item #PW053111-20
 DATE: June 20, 2011

As part of the request from the May 31st Public Works meeting, an email was sent to the South Dakota Municipal League Human Resources (SDML-HR); the Black Hills Society of Human Resources Management (BH-SHRM) chapter; and various cities with a comparable population to Rapid City, (see Table for responses received). There does not appear to be another city in South Dakota or comparable cities that have an Employee Suggestion Program. However, the City of Rapid City has been pro-active in developing this program and the program is beneficial to the City and the employees.

There have been two employees since March 2009 that have participated in the program. The recommendation of the Human Resources division would be to keep the program as is, with a minimum and maximum award. No department can budget for the award as it is paid to the employee through payroll and a funding source would need to be identified by the department at the time of the payout. If the decision is made to keep the program as is, the other recommendation would be to keep the term “estimated” instead of replacing it with “actual” under the cash awards – tangible suggestions on page 2. This would allow for an “estimated payout,” avoiding the possibility of having the employee separate employment prior to an “actual payout.”

Employee Suggestion Table

Organization	Yes/No	Title of Program	Program Information
City of Aberdeen	No program		
City of Brookings	Similar program	Safety Suggestion Program	Submit safety suggestions; name goes into a pool; a winner is drawn quarterly; (\$30 gift card)
City of Huron	No program		
City of Mitchell	No program		
City of Sioux Falls	No program		
City of Spearfish	No program		
City of Watertown	No program		
Watertown Municipal Utilities	No program		
Pennington County	No program		
SD School of Mines & Technology	No program		
City of Grand Junction, CO	No program		
City of Longmont, CO	No program		
City of Cedar Rapids, IA	No program		
City of Kalamazoo, MI	No program		
City of Rochester, MN	No program		
City of St Cloud, MN	No program		
City of Bismarck, ND	No program		
City of Minot, ND	No program		
City of Appleton, WI	No program		
City of Grand Island, NE	No program		
4 private sector organizations responded: i.e. manufacturing, service, and non-profit organizations		Recognition of Cost Savings Ideas	Monthly drawing-prize \$50 gift card. Quarterly award of \$100 gift card. Annual award of \$250 gift card.

- SDML-HR group, members consist of most cities throughout South Dakota.
- BH SHRM group, members consist of approximately 109 Human Resources professionals around the Black Hills region.

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