

## CITY OF NEW LONDON ADMINISTRATIVE POLICY

Title: Employee Suggestion Program

### **Purpose**

The purpose of the Employee Suggestion Program is to reward City employees for their positive efforts in the form of suggestions to reduce City expenditures, to increase productivity and efficiency, and to improve departmental service and operation.

### **Definition**

Suggestion: A written proposal by any employee of the City that clearly states a specific method or device to perform a task, or procedures, either quicker, more efficiently or productively, safer or at less cost than presently exists; to provide additional work with equal or less staff or improve the quality of services; to improve operations or provide a solution to a problem. A statement indicating the need for change or improvement, without suggesting how to make the change or improvement, would not be a valid suggestion under this program.

### **Objective**

The objectives of the employee suggestion program are:

1. To stimulate and reward employees for initiative and creative thinking that leads to a reduction in operating costs.
2. To provide a means for recognizing individual ideas and contributions to the City government.
3. To provide an opportunity to simplify work methods and operation and to improve services, safety and health.
4. To improve service to the citizens of the City of New London.

### **Eligible Activities**

1. More efficient work methods.
2. Improved safety methods.
3. Improved operation or maintenance of City-owned motor vehicles and equipment.
4. Reduction of waste in materials, supplies, time or effort.
5. Combination or simplification of reports and forms.
6. Improved procedures to increase productivity.

7. Improved customer service and relations activities.

### **Ineligible Activities**

1. Subjects regularly reviewed by management such as hiring practices, salaries, job classification, promotions, etc.
2. Those which would impose new or additional taxes or fees for revenue purposes.
3. Those which call attention to a problem but offer no practical solution.
4. Those which present an idea which is already under consideration by persons responsible for the operations affected.
5. Those which correct a condition that exists only because established procedure is not being followed.
6. Personal grievances or complaints.
7. Awards for suggestions are not provided if the task of developing suggestions or new methods is already within the scope of the duties, assignments and responsibilities of the employee's position.
8. If the suggestion has already been suggested as part of this program.
9. Matters dealing with the hours and other terms and conditions of employment that are subject to negotiation with recognized employee organizations.

### **How to Submit**

1. Describe your suggestion as it currently exists. Provide specific information such as methods involved, function, location, time element, present cost, etc. Explain in detail why the current method is a problem.
2. Describe the changes in the current method that are necessary to make your idea workable. Most important, describe how your idea can be put into practice and what it is expected to accomplish. Include if possible, an estimate of any costs involved and any illustrations, photographs, or diagrams that will provide an even clearer understanding of your idea.
3. Finally, describe how the City will benefit from the implementation of your idea. Include, if possible, dollar savings, amount of time saved through more efficient work methods, etc.
4. Send the completed form along with any attachments to the Human Resources Coordinator.

## **Awards and Recognition**

Depending on the type of suggestion and its benefit to the City (i.e. tangible or intangible), the Suggestion Program Committee may recommend that one or more types of awards or recognition be granted to the employee. These may include certificates of recognition, plaques, gift certificates, monetary awards or publicity. No monetary award will be made until the actual cost savings or other tangible benefits to the City have been verified.

Awards for suggestions that result in direct cost savings to the City shall be 20% of the net savings during the first year after implementation up to a maximum of \$2,000, except that an award shall not be less than \$50.

Awards shall normally be paid promptly after implementation of the suggestion, however, if the full amount of the savings cannot be determined until after the completion of a trial period or for some other reason, a partial award may be paid and the remainder shall be paid when the first year's savings are determined.

Should the Committee or the party responsible for implementing the suggestion modify the suggestion, the employee shall be eligible for the award. However, the extent the suggestion is modified will be directly related to any award given to the employee.

If the duplicate suggestions are received, the one bearing the earliest receipt shall be eligible for an award and all others shall be ineligible.

Joint suggestions by a group of employees are welcome. The amount of the award shall be prorated among those employees making the suggestion.

## **Administration**

**Suggestion Program Committee:** A Suggestion Program Committee will be appointed by the City Administrator to supervise the implementation of the program by following an established process that will determine benefits versus costs of suggestions. Also, the Committee will promote the program among employees. The Human Resources Coordinator will serve as a liaison between the employees and management regarding suggestion matters.

**Records:** The Human Resources Coordinator will maintain all records for the Employee Suggestion Program, including suggestions adopted or denied, and all correspondence.

**Procedure:** The suggestion will be sent to the appropriate department head for evaluation of the suggestion. All aspects of the suggestion shall be evaluated: i.e., cost of implementation, resultant savings of labor, materials or other reduction of costs/expenses, total projected savings could be part of the suggestion to be used even though the entire suggestion may not be adopted, is the idea already under consideration by management, is the suggestion well known, but not put into effect for other good reasons. A recommendation from the appropriate department head must be made to the Employee Suggestion committee within 30 days.

A member of the Employee Suggestion Committee may be named as a liaison to the evaluators depending on the scope and nature of the

suggestion.

Upon finding that intangible benefits will accrue to the City through adopting and placing the suggestion into operation, the Committee may recommend that a suggestion receive a monetary award or some other method of recognition.

The Committee will make a recommendation on the suggestion and any award to the City Administrator for **final** disposition. All written notifications concerning the disposition of suggestions shall be under the signature of the City Administrator.

If an employee obtains a patent for a suggestion for which he has received a monetary reward, all benefits from the patent shall accrue to the employee, provided, however, that the City shall be entitled to use the patented idea, feature, device, product, apparatus, or design without charge.

The Employee Suggestion Program shall not be subject to any grievance or appeal procedure.

The rewards provided in this program are not a right of employment; rather a privilege granted by the City to its employees and may be altered or discontinued by the City at will and without notice.