



HUM-017.....Employee Suggestion Award Program

Current Revision: 31.Jan.00

POLICY

The City awards employees who submit confirmation of implemented suggestions that increase effectiveness or efficiency, result in economies to City operations, or enhance customer service.

DEFINITION

Employee - refers to either singular or plural (a group).

PROCEDURES

1. If an employee has a suggestion to improve City operations, he discusses the potential and implementation process for the suggestion with his immediate supervisor.
2. An employee submits confirmation of an implemented suggestion to his immediate supervisor on the "Confirmation of Suggestion Implementation" form, available at all City facilities.
3. Each employee who submits confirmation of an implemented suggestion that has saved the City costs, or generated revenue, of \$1,000 or more annually (after deduction of suggestion implementation costs) is awarded ten percent, to a maximum of \$2,000, of the first year's cost savings or revenue generated. The award must be redeemed at any Fort Saskatchewan merchant(s). If the suggester is a "group", the award is divided equally. The award is paid by the department benefiting from the suggestion, from the GL of the saving/revenue. When more than one department benefits and agreement cannot be reached as to which is responsible for the payment of the award, the City Manager decides.
4. For implemented suggestions that result in less than \$1,000 annual cost savings/revenue for the City, awards are chosen by the suggester's immediate supervisor to a suggested maximum \$25 value (e.g. pen, alarm clock, family pool pass, T-shirt, etc.). These awards are available from the City Manager's Executive Assistant.
5. The immediate supervisor presents the chosen award to the employee at the next department staff meeting.
6. An employee receives, for each implemented suggestion, a one-time award only, even if his suggestion is implemented in departments other than his own. If an employee submits confirmation of an implemented suggestion that is suitable for other City departments, the idea is forwarded to appropriate department managers by the suggester's immediate supervisor. If two or more employees in different departments submit confirmation of the identical implemented suggestion, each employee receives an award accordingly.

7. The City Manager resolves any disputes arising from this policy.
8. Copies of the “Confirmation of Suggestion Implementation” are forwarded to the City Manager’s Executive Assistant whenever awards are presented. The Executive Assistant annually publishes the list of suggesters and implemented suggestions for which awards were given.

City Manager