

LL 118003

DA

Employee Suggestion Program Economic Efficiency

A. Employee Eligibility for Participation

All employees (except the Superintendent/Chief Executive Officer, Assistant Superintendents, Secretary-Treasurer/Chief Financial Officer, department managers, and the members of the Suggestion Program Committee) are eligible to submit suggestions. This includes substitute teachers and supporting services personnel not on permanent status, providing the employee submits the idea during their term of employment. Monetary awards are not usually given when it is determined that the suggestion falls within the usual job expectancy of the suggester. However, even if the suggestion falls within their job responsibilities, an employee may receive an award if the committee or the Superintendent/Chief Executive Officer decides the suggestion is outstanding enough to warrant special consideration.

Several employees may combine their efforts and abilities in developing suggestions. Group suggestions, if adopted, will be treated as though they had been submitted by individuals.

B. Types of Awards

The program provides for two types of cash awards for adopted suggestions. All awards are subject to the availability of funds provided by the budget for this purpose.

- Measurable Savings--where the adoption of a suggestion results in measurable savings of time or materials, with a minimum award of \$10 and a maximum of \$100 may be granted.
- Non-Measurable Savings or Improvements--in those cases where the adoption of the suggestion results in benefits of an intangible nature which cannot be readily measured or estimated, awards ranging between a minimum of \$10 and a maximum of \$50 may be granted.

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Suggestions that are not necessarily economically advantageous, but which have a system-wide application and acceptance are usually given greater reward than those involving a single operation or school.

In addition to the cash award a certificate of merit signed by the Superintendent/Chief Executive Officer is presented to the suggester. When appropriate, a certificate of merit but no cash award may be given to worthy suggesters. Records of all awards and certificates of merit will go into the personnel files of the individuals receiving them.

C. Eligibility of Suggestions

Adopted suggestions may receive cash awards if they contribute to the efficiency, economy, or other improvement of school system operations. Suggestions should concern:

- Improving methods and procedures to increase efficiency
- Saving time, labour, space, material, or supplies
- Improving administrative and operational techniques and practices
- Improving tools and materials, including instructional aids and teaching equipment
- Eliminating unnecessary procedures, records, and forms
- Eliminating bottlenecks, accidents, delays, duplication, waste, spoilage, and fire hazards
- Improving public relations and service to the public
- Improving central office service to the schools
- Improving safety, health, or working conditions

To qualify for consideration, the suggestion must outline the problem and offer a solution.

The most important thing in determining eligibility for an award is whether or not the suggestion is or will be put into effect for improvement of school system operations.

D. Ineligible Suggestions

- Those that deal with the professional use of classroom materials and methods--concerning the "what and how" to teach
- Those that call attention to a problem but do not propose a solution

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- Those that are concerned with salary adjustments and job classification
- Those that are basically duplicates of ones previously submitted by other employees
- Those concerned with either routine maintenance and repair matters of typographical errors in printed material
- Proposals to have a "survey" or "study" or "review", with the course of action to be taken in accordance with the findings
- Suggestions under prior administrative consideration so that the resultant action is in no way influenced by the receipt of the suggestion

The most common reasons for ineligibility of suggestions is duplication of previously submitted suggestions, which is to be expected in that a large number of schools are involved.

E. Processing Procedures

- All suggestions must be submitted on the official suggestion form. Forms are available in all school offices and the Board Office.
- The signature of the suggester (or suggesters) must appear on the form.
- Completed and signed official suggestion forms may be mailed, sent by school mail, or hand delivered to the committee chairman.
- Suggestions will be processed and acted on by the committee within three months. A suggester will be notified of the determination to pursue/not pursue the recommendation.

F. Ownership of Adopted Suggestions

In submitting suggestions, employees automatically grant the School Division rights but retain ownership for commercial utilization. The School Division will not be liable for any claims arising from suggestions submitted by the employee, whether made by the suggester, his/her heirs, or assigns.

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G. Re-Submission of Suggestions

Employees whose suggestions have not been adopted are privileged to re-submit their suggestions, provided that additional information or solutions are offered.

H. Suggestion Selection Committee

The Suggestion Selection Committee shall be composed of the head of the department, the Assistant Superintendent, the Secretary-Treasurer/Chief Financial Officer and the Superintendent-Chief Executive Officer. The committee shall administer the program within the prescribed criteria and budget limits as set by the Board.

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