



POLICY AND PROCEDURE MEMO

SUBJECT: EMPLOYEE SUGGESTION AWARD

NO. 1.007

DATE: Revised 12/20/22

DocuSigned by:

Blaine Cox

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CITY MANAGER

I. STATEMENT:

The City's suggestion program is intended to encourage input from employees regarding their work environment to make the organization more efficient and more responsive to the public we serve. Suggestions for improvement of any work-related subject is encouraged. Suggestions leading to a more efficient and effective means of delivering municipal services may be considered for an Employee Suggestion Award.

II. PROCEDURE

1. Suggestions will be submitted to the employee's supervisor for eventual submission to the City Manager. The attached "Employee Suggestion Submittal Form" is to be used.
2. Suggestions will be reviewed by the City Manager. The City Manager will consult with the Department Director/ Manager under whose jurisdiction the suggestion falls.
3. If a suggestion is not approved for an award by the City Manager, the reason shall be stated in writing and sent to the employee and employee's supervisor.
4. All submissions under the Employee Suggestion Award program shall be received per the following:
 - No unsigned suggestion will be considered.
 - Suggestions will be rejected if submitted simply to receive recognition or a cash award.
 - Members of the management team shall not be eligible for awards.
 - All decisions of the City Manager are final.
5. The City Manager shall consider the following criteria when reviewing suggestions for possible award:
 - Is it practical? Can it be accomplished under existing legal and contractual obligations?
 - Is it cost effective? Do projected savings outweigh projected implementation costs?
 - Can it be implemented within the present City operating budget?
6. Employee Suggestion Awards may be in the amounts of \$100, \$200, or \$300. The City Manager has sole discretion to determine the amount of the award.

- END OF PROCEDURE -