

**SUBJECT: EMPLOYEE SUGGESTION AWARDS PROGRAM**

**I. PURPOSE**

The purpose of this procedure is to establish a formal mechanism for recognizing City employees who submit original, constructive suggestions aimed at reducing operating costs, improving City operations, providing better service to the community, and complying with the Workplace Violence Prevention Plan. Recognition shall be in the form of:

- 1) Monetary awards, including gift cards; and/or
- 2) Non-monetary awards, such as Certificates of Recognition.

**II. SCOPE**

This procedure is applicable to all City employees.

**III. AMENDMENT**

This procedure may be amended by the City Manager.

**IV. EMPLOYEE ELIGIBILITY**

All City employees are eligible to receive recognition, except for the following:

- Members of the City Council
- Advisory Boards of Commissions
- Members of the Suggestion Awards Committee
- City Manager
- City Attorney
- Department Heads
- Employees whose suggestion falls within the scope of their normal job responsibilities or essential functions

**V. GUIDELINES**

- A. In order for a suggestion to become eligible for an award, it should be of such a nature as to result in one or more of the following:

- Savings in time or material
- Improvements in procedures
- Improvements in tools or equipment
- Increased efficiency
- Elimination of hazards for personnel
- Improvements in working conditions
- Improvements in public relations
- Improvements in public service without increased cost
- Compliance with the Workplace Violence Prevention Plan (WVPP)

B. Any suggestion which falls within any of the following categories shall not be eligible for an award:

- Suggestions which do not pertain to the City of Lompoc
- Requests for additional equipment of a common nature or for obvious replacements, repair, or maintenance
- Suggestions which, in the opinion of the Committee, duplicate or are similar to suggestions previously received
- Suggestions for a change that was already under consideration prior to the receipt of the submittal
- Suggestions which fail to offer a constructive solution to any problem
- Petitions or anonymous suggestions

## VI. **SUGGESTION COMMITTEE**

The Suggestion Awards Committee shall be composed of the City Manager, or their designee, and not less than two other persons appointed by the City Manager.

The Safety Officer or Human Resources Official shall serve as the Chair of the Committee.

The Committee shall meet every six (6) months to evaluate all suggestions submitted since the last regular meeting of the Committee. The Human Resources Department shall provide clerical assistance as may be required by the Committee.

A. Upon request of the Committee, department heads shall investigate, evaluate, and make recommendations on suggestions affecting their department.

## **VII. PROCEDURE**

- A. Suggestions may be made at any time during the year.
- B. All suggestions shall be submitted on the City of Lompoc Employee Suggestion form available in the Human Resources Department or from the employee's supervisor.
- C. All suggestions shall be acknowledged by the Safety Officer or Human Resources Official upon receipt.
- D. The Safety Officer or Human Resources Official shall notify all employees who submitted suggestions in writing of the findings of the Committee.
- E. The Safety Officer or Human Resources Official shall be responsible for preparing all awards for presentation.

## **VIII. AWARDS**

- A. Upon finding by the Committee that a new savings or a net increase in revenue will accrue to the City of Lompoc by the adoption and placing of a suggestion into operation, the Committee may recommend to the City Council that the employee(s) receive a Certificate of Commendation and a monetary award be paid which shall not exceed a total of \$1000 or 10% of the estimated first year's net savings or net increase in revenue, whichever is less. Net savings or net revenue increase is defined as gross savings or revenue increase less the cost of implementation. If a suggestion is submitted jointly by two or more employees any award granted shall be shared in equal amounts.
- B. Upon a finding by the Committee that a specific but intangible benefit will accrue to the City by the adoption and placing of a suggestion into operation, the Committee may recommend that a Certificate of Merit be granted. If the suggestion results in an intangible cost savings, such as a significant reduction in work hours expended which can be diverted to other productive assignments, the Committee may also recommend a cash award of up to \$100.
- C. The Committee may recommend Certificates of Participation for those suggestions which the City may consider at a future date.
- D. The adoption and implementation of any suggestions shall not confer upon the City of Lompoc rights to any interest in benefits available to the suggestion under patent law; provided, however, that the City of Lompoc shall have the right to use the patented feature with no financial obligation other than that which it would obtain under the awards provision of the Suggestion Awards Program.

**IX. IMPLEMENTATION**

Any questions relative to the intent or application of this policy shall be directed to the Human Resources Director.

**AUTHORIZED:**

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Dean Albro, City Manager

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Date