



EMPLOYEE SUGGESTION AWARD PROGRAM

Employee Guidelines

The Employee Suggestion Award Program provides a way for State employees to submit ideas that improve State government operations or services and reduce costs. Cash and/or honorary awards are available to employees whose implemented suggestions have **realized savings**.

Points to consider before submitting suggestions

- Are you a full-time, part-time, hourly, or retired state government employee?
- Will your idea improve operations, services, procedures, or save money for the state?
- Is the suggestion clearly identified in your Individual Performance Plan or job duties?
Suggestions that are included in your IPP, will not be eligible.
- Is it a positive, constructive concept for improvement?
- Will your idea promote safety, health, security, or productivity?
- What are the necessary steps for your idea?
- What is the best way to implement your suggestion?
- Your supervisor may assist you in preparing your suggestion
- You may only submit **ONE** suggestion per form; however you may submit multiple suggestions.
- Suggestions **MUST** be on a suggestion form to be reviewed and evaluated.
- Suggestions with more than one suggestor must have a group suggestion form submitted with their suggestion.

Eligibility

- Must be a full-time, part-time, hourly, or retired state **government** employee.
- Suggestor cannot have the authority or responsibility to make a change regarding the suggestion.
- Employees falling into the following categories are not eligible for a cash award:
 - Elected and appointed officials
 - Governor's staff
 - Commissioners and their assistants
 - Deputy and Assistant Commissioners
 - Directors/division chiefs and their assistants
 - Major fiscal and administrative policy departmental staff
- For suggestions to be deemed eligible, they will be evaluated by the criteria from Section 3, Article B of the [Employee Suggestion Award Program Operating Procedures](#).



Process

1. Suggestion is received by Agency Coordinator.
2. If eligible, suggestion is routed to Agency Evaluator for determination of whether the idea has or can be implemented.
3. Once evaluated, the Agency Review Team makes a recommendation to the ESAP Board.
4. If implemented by the agency, the Agency Fiscal Officer will track the suggestion's realized savings for the fiscal year.
5. Once the fiscal year ends, the Agency Coordinator will submit the suggestion to the Employee Suggestion Award Board for a **FINAL** decision on the suggestion.

Cash Awards

- Suggestion must have realized savings in the fiscal year following the suggestion's submitted date to be considered for a cash award.
- The cash award shall be equal to 15% of the annual savings realized in a fiscal year, with a maximum award of \$100,000.
- Cash award is limited to the first fiscal year following the fiscal year that the suggestion was made.
- Realized savings will be authenticated by the agency's budget officer.
- If the employee entitled to the award leaves State service, the employee forfeits the existing/remaining award.