RESOLUTION NO. 060-2001

A RESOLUTION TO ESTABLISH THE KITSAP COUNTY EMPLOYEE SUGGESTION AWARD PROGRAM

WHEREAS, it is the desire of the Board of County Commissioners of Kitsap County to stimulate high levels of performance, encourage innovation, strengthen employee-management relations, and to reward and recognize County employees for suggestions to improve the effectiveness and efficiency of County operations; and

WHEREAS, the “Kitsap County Employee Suggestion Award Program” has been developed to address this need;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Kitsap County that the attached “Kitsap County Employee Suggestion Award Program” is hereby adopted and included within the scope and provisions of the Employee Recognition Program established by Resolution No. 117-1993.

ADOPTED this 9th day of April, 2001.

KITSAP COUNTY BOARD OF COMMISSIONERS

/s/Chris Endresen
CHRIS ENDRESEN, Chair

/s/Jan Angel
JAN ANGEL, Commissioner

NOT PRESENT
TIM BOTKIN, Commissioner

ATTEST:

/s/Holly Anderson
Holly Anderson
A Resolution To Establish The Kitsap County Employee Suggestion Award Program
Resolution No. 060-2001, Adopted April 9, 2001
Kitsap County
Employee Suggestion Award Program

April 2001
EMPLOYEE SUGGESTION AWARD PROGRAM

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KITSAP COUNTY
EMPLOYEE SUGGESTION AWARD PROGRAM

PURPOSE

To reward and recognize County employees for suggestions that improve the effectiveness and efficiency of County operations and services.

EMPLOYEE ELIGIBILITY

1. All regular full time and regular part time employees who have completed their probationary period; **Provided**.

2. The following shall not be eligible to participate in the Employee Suggestion Award Program:
   a. Elected Officials and Department Directors.
   b. Suggestion Board members and other employees directly connected with the administration of the Suggestion Award Program.

ELIGIBILITY OF SUGGESTIONS

1. A suggestion must make possible an extension of public service commensurate with the expense involved or eliminate or reduce County expenditures without substantially impairing service or provide a desirable safety factor.

2. Suggestions should:
   a. Save time or materials.
   b. Improve procedures or services.
   c. Improve tools or equipment.
   d. Improve safety conditions.
   e. Increase efficiency or productivity.
   f. Improve public information and relations.

3. Suggestions that are unacceptable include:
   a. Identification of a problem, but no proposed solution.
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b. Grievances or gripes.

c. Suggestions already under active consideration by the affected County department.

d. Suggestions that would normally be expected in the course of performing assigned duties.

e. Matters covered by collective bargaining.

f. Matters covered by federal/state law, County ordinance, Administrative Guideline, Policies, etc.

4. Two or more employees may submit a suggestion if both signatures appear on the “Suggestion Form” to indicate their agreement to equally share an award.

SUGGESTION AWARD BOARD

1. Duties, Responsibilities and Authority

a. To resolve questions relating to eligibility of suggestion.

b. To review evaluations of suggestions, to adopt or reject suggestions submitted, to determine the amount of cash award (not to exceed $500) and non-cash award.

c. Submit recommendation of Award to Kitsap County Board of Commissioners.

d. Adopt rules, procedures, and documents necessary to administer the program.

e. Meet at least quarterly. Additional meetings may be called, if necessary. A majority of the members of the Board present shall constitute a quorum for transacting business.

2. Term of Members

Suggestion Award Board members shall be appointed by the Board of County Commissioners for a term of two years, except that the initial appointment for two (2) members shall be for one (1) year.

3. Composition of Board

a. An elected official or designee.

b. A Department Director.
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c. A supervisory/management.
d. Two representatives from unions.
e. A non-represented employee of County.
f. A Personnel and Human Services employee will serve as the Suggestion Award Board Coordinator (non-voting member)

RESPONSIBILITIES OF BOARD OF COMMISSIONERS

1. Approve annual budget for Suggestion Award program.
2. Appoint Suggestion Award Board
3. Review and act upon all recommendations submitted by Suggestion Award Board.

RESPONSIBILITIES OF DEPARTMENTS RECEIVING SUGGESTIONS

1. Assign person(s) to be responsible for reviewing and evaluating suggestions submitted.
2. Review, evaluate, and return Suggestion Evaluation Form to the Suggestion Award Board within 30 days of receipt.
3. Initiate implementation of suggestion, if acceptable.
4. Maintain records of first year fiscal impact of adopted suggestions and submit to Suggestion Award Board and Kitsap County Board of Commissioners.

AWARDS

1. To be eligible for an award, a suggestion must be implemented or a commitment made to implement it.
2. Tangible suggestions, ideas that result in benefits with measurable monetary savings, will receive a cash award equal to 10% of the estimated first-year savings, not to exceed $500.00. The Suggestion Award Board may recommend a “bonus” day off in addition to the cash award for suggestions resulting in substantial savings.
3. Intangible suggestions, ideas that result in benefits that cannot be measured in terms of monetary savings, may receive a cash award of up to $500.00. These suggestions result in improved procedures, safety, working conditions,
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or betterment of public information and relations.

4. Any cash award shall be at full net value. (Announced award amount plus required tax) For example, an employee awarded a cash award of $100 will receive the full amount based on a total gross award of $133.37.

5. The Suggestion Award Board may also recommend the award of items provided through the Employee Service Recognition Program.

SUGGESTION PROCEDURE

1. Suggestions must be submitted on prescribed forms to the Suggestion Award Board Coordinator. The forms must be signed, but names will remain undisclosed until consideration of the suggestion has been complete.

2. The Suggestion Award Board Coordinator shall receive, record and acknowledge receipt of suggestions, inform the employee of any delay in the process and of any action taken.

3. Each suggestion shall be referred to the affected County department for evaluation and recommendation. Within 30 days the department shall return the findings and recommendations to the Suggestion Award Board. The established timeline may be extended by the Suggestion Award Board Coordinator to accommodate departmental request.

4. The Board shall evaluate each suggestion and formulate an official recommendation covering the merits of the suggestion, recommending type and amount of award.

5. The awards will be presented to the employee at a regular public meeting of the Board of County Commissioners.

6. Employees whose suggestions were not recommended for acceptance shall receive a letter of appreciation.

ADMINISTRATIVE RECORDS AND FILES

The Suggestion Award Board Coordinator shall maintain the following records:

1. Log all suggestions received, including name, department, subject, date received, numerical listing, and action taken on suggestions.

2. Files for each suggestion, consisting of suggestion form, evaluation form and all correspondence and action taken.
3. Minutes of all meetings of the Suggestion Award Board.

4. Annual reports shall be prepared and submitted to the Suggestion Award Board and the Kitsap County Board of Commissioners.