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Chapter 2 - Definitions

001 **Adopt** - is to accept an employee's idea for implementation. The "adopt" status is determined from the report prepared by the evaluating authority.

002 **Agency** - any legally constituted board, commission, department or other branch of state government in which all positions are under the same appointing authority.

003 **Agency Head** - the administrative head of an agency, such as Director, Executive Director, Commissioner, Executive Secretary, etc., reporting directly to the Governor, a commission, or board.

004 **Eligible** - shall mean the suggester and the suggestion meets the requirements set forth in Chapters 1 and 5.

005 **Employee** - -shall mean any person, permanent or temporary, full or part time, except an agency head who receives a salary or wage from the State. (Employees on approved Family and Medical Leave shall be eligible to participate in this program.)

006 **Ineligible** - shall mean either the suggester or the suggestion did not meet the requirements set forth in Chapters 1 and 5.

007 **Non-adopt** - To non-adopt a suggestion is to not accept it for implementation as determined by the agency head.

008 **Suggestion** - A suggestion is a constructive idea to improve directly, with economic benefit and tangible dollar savings, the operations of the Nebraska State Government, i.e., "the State of Nebraska uses too much paper and should use less." This is not a suggestion. "Forms H114 and H116 used in the Nebraska Department of Space Exploration could be combined into a single form, sample attached." This is considered a suggestion.