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Chapter 3 - Suggestion Award Board

001 Composition The Suggestion Award Board consists of the DAS - State Personnel Director, The Director of Administrative Services, the Auditor of Public Accounts and three persons, each to serve a term of one year, selected and appointed by the Governor from the bargaining units listed. Of the persons selected from such bargaining units, one person shall be selected from each of such bargaining units as follows: (1) The first year (January 1, 1994 through December 31, 1994) from the Maintenance, Trades, and Technical Unit, Administrative Support Unit, and Supervisor Unit. The second year from the Health and Human Care nonprofessional Unit, Social Services and Counseling Unit and Law Enforcement Unit. The third year from the Administrative Professional Unit, Protective Services Unit and Health and Human Care Professional Unit. The fourth year from the Examining, Inspection and Licensing Unit, Engineering, Science and Resources Unit and Teachers Unit. After the fourth year, the appointments shall be made starting with the first years sequence and continue as stated. Four members shall constitute a quorum.

002 Administrative Organization and Duties of the DAS - State Personnel Division Director The Director of the DAS - State Personnel Division is responsible for the overall management of the Employee Suggestion System. The duties of the State Personnel Director shall be to:

- (1) Develop and promulgate rules and regulations for the administration of the Suggestion System on behalf of the Suggestion Award Board. This may be delegated to the DAS - State Personnel Director's designated representative. Any rules or regulations pertaining to Statutes 81-1350 and 81-1351 shall be established by the Suggestion Award Board.
- (2) Draft suggested changes to the law governing the Employee Suggestion System.
- (3) Prepare and annually transmit a report to the Governor and Legislature detailing the operations of the Employee Suggestion System including an accounting of all awards granted.
- (4) Provide for the direct submission of all suggestions to the Director or the Director's designated representative and shall provide that the names of individuals who made suggestions shall be kept confidential unless such person is granted an award.
 - (a) To ensure confidentiality, each Suggester and their suggestion shall be assigned a number for identification purposes.

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- (5) Make a determination as to the initial eligibility of the suggester and the suggestion.
 - (a) Initial eligibility is determined by evaluating whether or not the employee is a state employee as defined in Chapter 2; and
 - (b) The suggestion is determined eligible as defined in Chapter 5. If eligible, a written acknowledgment shall be sent to the suggester and the suggestion will be forwarded to other agencies if appropriate. If ineligible, a letter shall be sent to the suggester explaining the reasons for the ineligibility or rejection.
- (6) Forward suggestions to departments other than the suggester's department when deemed appropriate.

003 Authority and Responsibility of the Suggestion Award Board

- (1) Establish rules and regulations governing the size of any award granted subject to the limits imposed in Chapter 3.
- (2) Determine the amount of the award for each adopted suggestion.
- (3) The hearing of appeals related to the Employee Suggestion System.

004 Vacancies Whenever a vacancy occurs on the board for any reason, the Governor shall appoint an individual to fill such vacancy from the same bargaining unit in which the vacancy exists.

005 Deferral of Payment of Awards At the discretion of the Suggestion Award Board, payment of awards may be made at the time of adoption or in cases where savings cannot be immediately determined, awards can be delayed a reasonable length of time while the savings are calculated. Interest shall not be paid upon any deferred payment.

006 Payments by Agencies When practicable, awards shall be paid, within sixty calendar days from the date of the Suggestion Award Board decision, by the agency(ies) where benefit will occur. When more than one agency will benefit, each such agency shall contribute its prorated share of the award as determined by the Suggestion Award Board.

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007 Payment of Awards A one-time payment of 10 percent of the first year's dollar cost savings, is to be awarded for suggestions which are adopted and implemented. Example: First year's cost savings \$4,000; cost of implementation \$500; award is based on \$3,500 @ 10% = \$350.

007.01 Awards begin with a minimum cash award of \$25 and end with a maximum cash award of \$5,000 for savings of \$100,000 and more unless a larger award is recommended by resolution of the Legislature.

007.02 In cases where actual cost savings are more than were originally estimated in determining the award for a suggestion, the Suggestion Award Board shall determine the additional award amount to be made to the suggester. In cases where the original estimate used in determining the award for a suggestion exceeds the actual amount saved, the suggester shall not be liable for any reimbursement to the agency. In no case shall the time period in evaluating the award exceed two years for determining additional savings.

007.03 Cash awards are considered to be taxable income for Federal and State income purposes, including the State's mandatory retirement plan. In the event of death, the employee's estate shall be granted the award amount.