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## Chapter 4 - Duties of the Agencies and Procedure

**001 Written Suggestions** Suggestions must be submitted in writing on the Suggestion Award Form and must be forwarded through the United States mail to the DAS - State Personnel Division Director. Verbal suggestions will not be processed.

**002 Duties of the Agency** Shall be the responsibility of the agency head.

**002.01 Agency Coordinators.** Each agency head shall assign an agency employee suggestion system coordinator who shall act as the liaison between the Suggestion Award Board and the Agency Award Committee. The union(s) shall also assign, where practicable, a co-coordinator who shall share in the liaison responsibilities.

- (a) The DAS - State Personnel Director, or their designee, shall forward eligible suggestions to the Agency Coordinator(s)
- (b) The Agency Coordinators will ensure that all timelines are met and coordinate suggestions with the Agency Award Committee and Agency Head.

**002.02 Agency Award Committee.** Each agency head shall also appoint the management members of the Agency Award Committee. The union(s), where practicable, shall appoint bargaining unit representatives to the agency award committee. (The total number of union representatives will be equal to the number of management representatives.) This may be a standing committee to evaluate all suggestions or individual committees of a temporary nature appointed to evaluate each unique suggestion. The committee's responsibility will be to:

- (1) Make a detailed investigation and evaluation of suggestion and make a recommendation regarding implementation to the agency head.

**002.03 Time-lines and Procedure**

- a. Within 15 work days of receipt of a suggestion for evaluation, the agency award committee shall forward its recommendation to the agency director.
- b. Within 15 work days of receipt of a recommendation from the agency award committee, the agency head shall forward his/her

## Title 276 - Suggestion System Rules

## Chapter 7

decision on implementation and recommendation for the amount of the award to the Suggestion Award Board.

- c. The agency award report shall indicate whether a suggestion has been adopted, the date on which it was placed in effect, (or will be put into effect) any actual or estimated reduction, elimination or avoidance of expenditures or improvement in operations made possible by a suggestion; or the reasons in detail for non-adoption or rejection.
- d. If an agency is unable to make a decision and recommendation within 30 work days of the receipt of the suggestion, the agency award coordinator(s) shall request a further extension in writing, through the DAS - State Personnel Director to the Suggestion Award Board and shall state the reasons why a decision has not been made and shall also estimate the amount of additional time necessary to evaluate the suggestion. The Suggestion Award Board shall then set a date for the agency to complete the agency's evaluative report.

**002.04 Non-adoption** If the suggestion is non-adopted by the Agency, the Agency Award Committee will send written notification letter to the suggester, through DAS - State Personnel with a detailed analysis and a copy of the Agency Evaluation Form stating the number of other agencies adopting (if any) or non-adopting the suggestion.

**002.05 Adoption** If the suggestion is adopted by the Agency, the Agency Evaluation Report will be forwarded to the Suggestion Award Board for its determination as to the amount of award.

**002.06 Final Decisions** The agency head shall make the final decision as to whether the suggestion is to be adopted within the agency.