



2 0 6 8 9

Date Filed: 2/28/1995

Dept, Agency, Comm: Personnel Department

Title: 276

Book: NAC

Chapter: 5

Section:

Subject Matter: Eligibility of Suggestions

Effective Date: 3/5/1995

Amendment Date:

## Chapter 5 - Eligibility of Suggestions

**001 Exclusions** Suggestions pertaining to the following areas will not be eligible for awards: grievances; classification and pay; matters already recommended for study, review or summary; matters which are the result of assigned or contracted audits, budget and fiscal preparations studies, surveys, reviews or research; matters requiring the enactment of legislation; a suggester who applies for patent rights to his/her suggestion is not eligible for an award.

**002 Exceptions** Suggestions which are directly related to an individual's assigned duties or responsibilities will not be considered eligible; however, if a suggestion is so superior or meritorious as to be considered above and beyond the scope of the suggester's job, then the suggestion will be allowed. In order to determine eligibility in the above mentioned cases, the following questions must be answered specifically in the negative: (a) Is the employee expected or required to make suggestions of the type under consideration as a part of his/her employment? (b) Is the nature of the suggestion such that the employee's performance would be judged less than satisfactory had he/she not made the suggestion? (c) Can the suggestion be implemented by the employee without consulting higher authority?

**003 Modifications** An individual may be entitled to an award even though his/her suggestion is adopted in a modified form. Whether the suggestion has been adopted in a modified form shall be determined by the Suggestion Award Board.

**004 Duplicate Suggestions** Each suggestion will be reviewed by the Suggestion Award Board to determine if it is a duplicate of, or similar to, a suggestion which has been submitted or adopted. If duplicate suggestions are received, the one bearing the earliest postmark will be eligible for consideration and all others shall be ineligible. If duplicate suggestions are received on the same date, both may be considered eligible and if adopted, a split award on a percentage basis determined by the Board will be paid.

**005 Group Suggestions** may be eligible when submitted by a group of employees and if the suggestion is adopted, the award will be prorated evenly among the eligible employees. A different proportion will be considered by the Suggestion Award Board if specified by the group on the official suggestion application form. A suggestion will not be considered a group effort unless signed by all parties concerned. Supervisory assistance, while encouraged, does not necessarily classify a suggestion as a group suggestion.