

NORTH GEORGIA HEALTH DISTRICT
County Board of Health Policy #1802
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield

EMPLOYEES' SUGGESTION PROGRAM

EFFECTIVE DATE: August 1, 2010

RELEASE DATE: August 1, 2010

REFERENCES: State Law (O.C.G.A. §45-21-1 et seq. - Employee Incentive Awards)
State Personnel Board Rules for the Administration of the Employees'
Suggestion Program

The Employees' Suggestion Program has been established to encourage employees to make suggestions which will promote efficiency and economy in State government.

ELIGIBILITY All CBH employees are eligible to receive cash awards and certificates of commendation through the Employees' Suggestion Program.

SUBMITTING SUGGESTIONS

1. To make suggestions through this program, employees are to complete the Employees' Suggestion Program Form. Suggestion forms may be requested from the State Personnel Administration (SPA), and employees may also access the form at the SPA Internet web site: www.spa.ga.us
2. Suggestions must clearly and concisely identify a specific situation or problem, recommend a detailed solution and indicate the expected benefit to State government.
3. Suggestions may be submitted by a group of employees for consideration. Group suggestions must identify all members of the group. If a group suggestion is adopted, the award will be prorated evenly among the group members.
4. Completed suggestion forms are to be submitted to the ESP Coordinator at the State Personnel Administration. Both hard-copy and electronic transmissions are acceptable.

REVIEW OF SUGGESTIONS

1. The ESP Coordinator at the SPA will review suggestions to determine if they are eligible for consideration. Employees will be notified if their suggestions are not eligible for consideration.
2. Eligible suggestions will be forwarded to the Agency Coordinators of the agencies affected by the suggestions for review by the Agency Suggestion Committees.
3. Divisions and Offices that may be affected may be asked to

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review the suggestions and provide recommendations to the Agency Suggestion Committee.

4. Agency Coordinators will forward reports of findings and recommendations for adoption or non-adoption of suggestions to the ESP Coordinator for review by the State Personnel Board.
5. The State Personnel Board will make the final decision on employee suggestions and awards.
6. Employees will be notified of the decision to adopt or not adopt suggestions.

EXCLUDED SUGGESTIONS

Suggestions relating to the following areas are not eligible for consideration:

1. Suggestions that directly relate to an employee's assigned duties or responsibilities unless the suggestions are considered above and beyond the scope of the employee's job;
2. Personal grievances;
3. Classification and pay of positions;
4. Matters recommended for study, review or summary;
5. Matters that are a result of assigned or contracted audits, studies, surveys, reviews or research;
6. Matters requiring the enactment of legislation by the General Assembly; and,
7. Suggested changes or additions to the rules of the Employees' Suggestion Program.

AWARDS

1. Cash awards may be given for suggestions resulting in direct measurable cash savings or cost avoidance, and for suggestions resulting in intangible savings. Cash awards may range from a low of \$10.00 to a maximum of \$5,000.00.
 - 1.1 Cash awards are to be paid within the fiscal year the suggestion or idea is authorized for payment.

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1.2 Cash awards for tangible savings (actual cost savings) are based on the estimated savings during the first year of implementation.

1.3 Cash awards for intangible savings (e.g., improved safety, working conditions, morale, etc.) cannot exceed \$100.00.

2. A certificate of commendation may be given when it is determined that savings do not warrant a cash award.

3. Employees may be entitled to awards if their suggestions are adopted in a modified form. The State Personnel Board will determine whether the suggestions are adopted in a modified form.

RE-EVALUATION OF SUGGESTIONS

1. If a suggestion is not adopted, the employee may request that the suggestion be re-evaluated by the head of the agency that would be affected by the suggestion.

2. Employees remain eligible for awards for suggestions that are re-evaluated and implemented within one (1) calendar year from the date of the original notice that the suggestions would not be adopted.

USE OF SUGGESTIONS

The State has the right to use a suggestion in any form or manner it deems appropriate without making any payment, including royalties, other than an award determined by the State Personnel Board.

For additional information or assistance, please contact the District Personnel Office at 706/272-2342.
