



Bright Ideas! Program Policy **Employee Suggestion and Recognition**

PURPOSE:

The purpose of this program is to improve the quality of city services by recognizing active employees who propose suggestions that directly improve the efficiency and effectiveness of city operations and/or propose suggestions that significantly reduce safety risks in the workplace.

An award may be granted when one or more employees submit(s) in writing a proposal that directly contributes to improved economy, efficiency, effectiveness or safety of city operations. Suggestions that have been considered by management, or are under investigation by management, or those previously submitted to the Bright Ideas Program may not be eligible. If multiple suggestions for the same or similar proposal are submitted on the same day, the suggestions shall be combined and if accepted, the award shall be shared equally. Conversely, if two or more employees collectively submit a suggestion, the award is shared equally among the submitters. All monetary awards will be paid to the employee(s) through the City's payroll system.

EVALUATION COMMITTEE:

The evaluation committee reviews and evaluates Bright Ideas suggestions, oversees the program and makes recommendations for awards to the Board of Mayor and Aldermen.

The Evaluation Committee shall consist of five members:

- The Human Resources Director;
- One non-affiliated employee appointed by the Mayor
- One affiliated employee appointed by the Mayor
- The Chairperson of the Quality Council or his/her designee
- One person who is not an employee, former employee or an elected official who shall be chosen by the other members of the Evaluation Committee



AWARD CRITERIA

The nature of the award shall be dependent upon the value of the suggestion to the city; the nature of the condition or problem which the suggestion relieves or corrects; and the originality and innovation demonstrated by the author(s) of the suggestion.

Suggestions shall be evaluated under the following criteria. The amount of the award shall increase according to the number of categories the suggestion affects:

1. Improved efficiency and effectiveness;
2. Improved safety of operations.

In addition to the above, the evaluation committee shall consider the magnitude of the suggestion and shall determine the amount of the award according to whether the suggestion has impact on a division/work unit, 1 or more city departments, or impacts all city departments. A suggestion shall be considered minimal if it only affects a division/work unit within a department. A suggestion shall be considered moderate if it affects 1 or more departments. A suggestion shall be considered wide if it has a citywide effect on all departments. The scale of awards shall be according to the following chart, in which the maximum cumulative award shall be \$3,000 (before taxes):

	SCOPE OF SUGGESTION	MAGNITUDE OF SUGGESTION	AWARD AMOUNT
1.	Improved Efficiency and Effectiveness		
	Division/Work unit	Minimal	\$500
	1 or more departments	Moderate	\$1,000
	City-wide	Wide	\$1,500
2.	Improved Safety of Operations		
	Division/Work unit	Minimal	\$500
	1 or more departments	Moderate	\$1,000
	City-wide	Wide	\$1,500

Incentive Awards

1. At the discretion of the Bright Ideas Evaluation Committee, a submission that currently does not meet the criteria for a Bright Idea award but has potential may be awarded an incentive (value \$50.00) to further the advancement of the concept. Any idea that is awarded an incentive must be potentially implementable. For example, an idea that has not been developed sufficiently, but if developed could merit a Bright Ideas award.
2. \$50 incentives are awarded to Bright Ideas proposers for suggestions that have been evaluated and deemed worthy of a Bright Idea award, but whose suggestions have not been implemented. Upon implementation of the suggestion, the proposers may receive



the remainder of the award amount that had been determined by the Bright Ideas evaluation committee.

3. Incentive Awards, upon BMA approval, shall be funded exclusively through the use of contingency funds.

AWARD PROCESS

When the Bright Ideas Evaluation Committee determines that an award is warranted, the Committee shall forward its recommendation to the Human Resources and Insurance Committee of the Board of Mayor and Aldermen (BMA) for referral and final approval to the full Board. The Board of Mayor and Aldermen shall vote to either approve the award or deny the award.

FUNDING FOR AWARDS

Upon approval of the Board, the employee shall receive his/her Bright Idea award at a regularly scheduled meeting of the Board of Mayor and Aldermen. Funding for the award shall be taken from the department line item wherein the savings occurred unless there is no specific line item associated with the suggestion, in which case contingency funds shall be used. If the employee(s) making the suggestion or receiving the award works for a department that is funded by Enterprise Funds, in that instance, the award shall be paid by the applicable Enterprise Funded department.