

Bright Ideas! Program Flowchart



1. Employee submits Bright Ideas Suggestion form and applicable supporting documentation to the Human Resources Director.



2. Within Ten (10) Days - the proposal is forwarded by the Human Resources Director to:



The Mayor & applicable Department Head(s)

3. Department Head(s) review(s) and forward(s) recommendation(s) to Human Resources Director within 30 days. Department Head(s) may request a time extension to fully evaluate the suggestion.



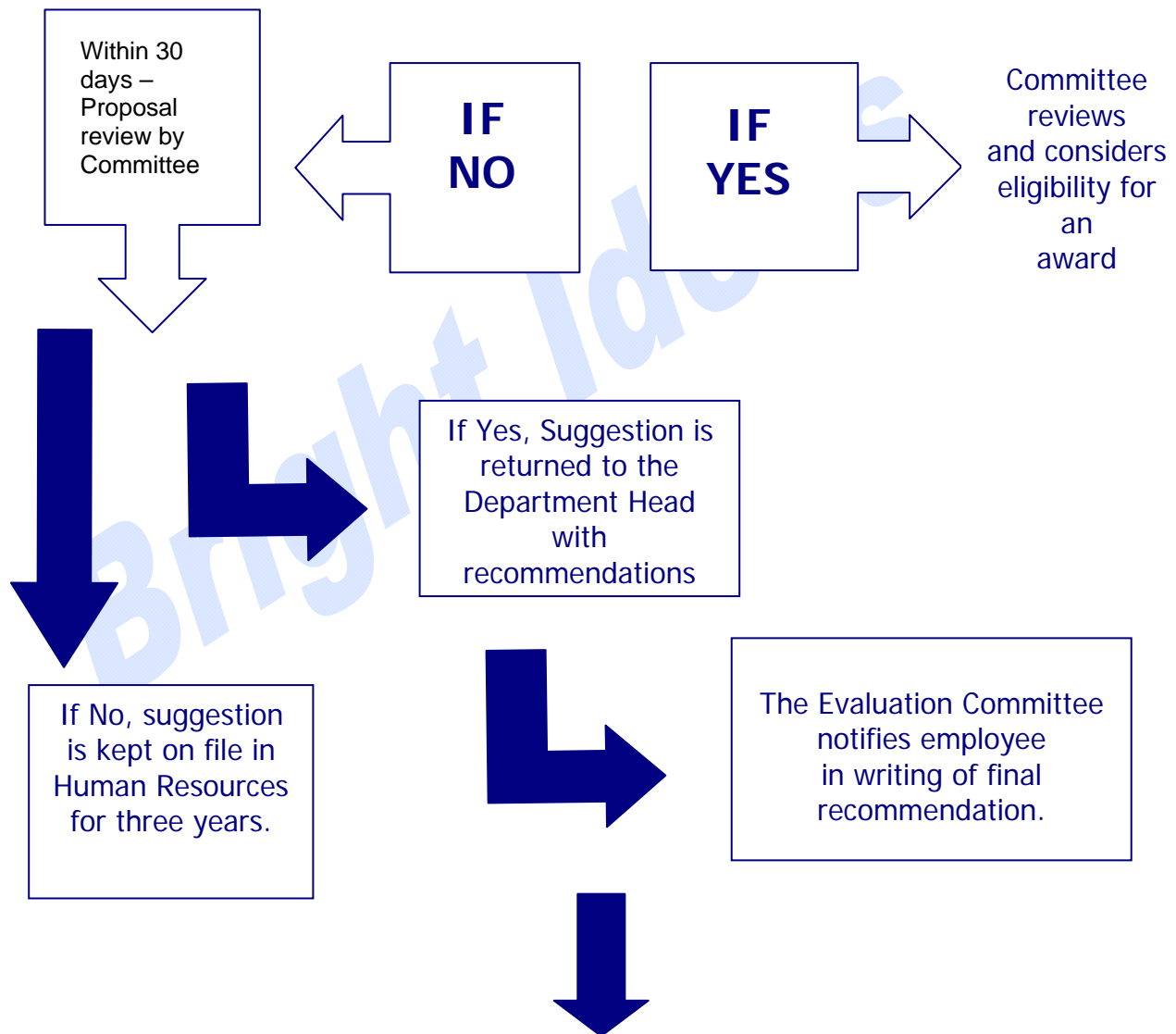
4. Human Resources Director forwards suggestion with applicable Department Head(s) recommendations to the Bright Ideas Evaluation Committee and schedules Committee meeting.



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5. Evaluation Committee reviews Proposal and Department(s) recommendation(s)



6. Recommendation for financial award is submitted to the Board of Mayor of Aldermen for final approval.