

# **BRIGHT IDEAS PROGRAM**

## **PROCEDURES, TERMS AND CONDITIONS**

### **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 contribute suggestions that reduce safety risks in the workplace.

### **Instructions:**

1. Please type or print legibly the following information:
  - a. The way it is now: Identify and explain the present method, process and/or condition.
  - b. I (we) suggest that: Describe your idea for improvement and how it could be implemented. Attach additional information, sketches, charts or pictures to help explain and support your idea.
  - c. Advantages/benefits: Describe how your idea will improve efficiency and effectiveness and/or improve safety of operations.
  
2. Process for submitting a suggestion:
  - (1) Complete the Bright Ideas suggestion form found on the City's G-Drive in the HRD folder.
  - (2) Submit your suggestion form and back-up information to the Human Resources Department.
  - (3) The Human Resources Director will sign and date that he/she received your proposal, make copies and he/she will give you one signed and dated copy.
  - (4) HR will forward individual copies (without the signature page) to applicable Department Head(s), to the Mayor and will retain one copy.
  
3. Department Head Review:
  - A. The Human Resources Director will submit anonymously your suggestion to the Department Head(s) who will review your suggestion and determine whether or not your idea is an original suggestion, is something that the department has already been working on or had plans to work on, and whether or not it is possible to evaluate the proposal within thirty (30) days.
  - B. If the Department Head(s) needs more time to evaluate the proposal, he/she shall notify the Human Resources Director and the Mayor. He/she will tell you when he/she will have his/her evaluation completed.

**Evaluation Procedure:**

- A. The Evaluation Committee shall review all suggestions and convene a meeting within 30 days of receipt of the Department Head(s) response.
- B. The Evaluation Committee shall evaluate your suggestion's impact to determine if you are eligible for an award. The Evaluation Committee is solely responsible for recommending the value of any award.
- C. The Evaluation Committee shall notify the employee in writing of its decision with copies to the Human Resource Director and the Mayor.

**Protection of Suggestions:**

- A. Suggestions that are evaluated and denied an award are protected against identical submissions for a period of three years following the date of denial.
- B. At the conclusion of three years, the suggestion is no longer eligible for award consideration.

**Resubmission of Suggestions:**

- A. You may resubmit your suggestion after one year if you still feel it has value and should be re-evaluated for implementation.
- B. If the suggestion was denied originally for specific reasons, prior to re-submitting the idea, the reasons for denial need to be addressed and clarified.

**Note: When submitted to the City of Manchester, suggestions become the property of the City. Use by the City shall not form a basis for a claim against the City.**