

Employee Suggestion Program

I. Purpose

To actively encourage innovation and creativity among City employees and to recognize those ideas which result in improvements to the internal operations of the City of Lynnwood.

II. Policy

The City of Lynnwood seeks to create a culture where its employees strive for continuous improvements in its services to its citizens. As a result, the City is consistently looking for ways to improve City government effectiveness. The City actively encourages ideas that improve service, procedures, and methods for doing business. To promote such ideas, the City will provide monetary and other awards to employees for any suggestions that are successfully implemented and result in a significant improvement to City services or reduction in City costs.

III. Eligibility for Participation

To participate in the suggestion program, the participant must:

1. Be a full or part-time employee of the City of Lynnwood
2. Have been employed with the City at least six months and have successfully completed his/her orientation period
3. Not be classified as an "E" or "EE" employee

IV. Committee Established

An Employee Suggestion Program (ESP) committee consisting of one employee from each department and two department heads representing the City will be chosen or appointed by the Mayor every year. Department heads are responsible for appointing or electing representatives from their departments for the committee and the Mayor will appoint two department head members and one alternate each year to the committee. The committee will meet as needed to discuss and evaluate the suggestions. At least one department head and five employee representatives must be present in order to conduct a meeting.

V. Procedure for Making a Suggestion

- A. Employees wishing to make a suggestion must complete the Employee Suggestion Program Evaluation form and submit it to the Human Resources Department. Employees may submit suggestions individually or as a group. The Human Resources Department will track the suggestion and transmit a letter to the suggestor(s) acknowledging the date and time of its receipt. The Human Resources

Department will also route the suggestion to the appropriate Department Director(s) for his/her evaluation of the suggestion. The Director or his/her designee will evaluate the suggestion for both tangible and intangible savings within 30 days of receipt of the suggestion using the evaluation check list and evaluation form. The Human Resources Department will maintain a file on matters pertaining to each suggestion and a log showing the current status or final disposition of such suggestion. Suggestions and evaluations will be destroyed after three years.

- B. The ESP committee will review suggestions in the order received. All suggestions submitted to the ESP committee will be considered confidential to the extent permitted by law. The name of the suggestor(s) will not be shared with the evaluators of the suggestion unless the suggestor(s) agrees to disclose his or her identity.

VI. Evaluation Process

- A. The ESP committee will review the suggestion and the department director/expert's evaluation in its quarterly meeting.
- B. The committee will determine whether the suggestion should be recommended for implementation based on the Department Director's evaluation. The committee may also determine the suggestion is without merit or ineligible and elect to take no action. If more than one City department is affected, each affected department will be solicited for their recommendation on the suggestion's feasibility.
- C. If the committee determines the suggestion should be recommended for implementation, the suggestion will be evaluated for the amount of the award using the evaluation form for tangible awards based on projected net cost savings estimated for the first year. In computing the net cost reduction, the cost of placing the suggestion into effect shall be amortized over the expected life of the suggestion, but not for a period of more than 10 years.
- D. Accepted suggestions will have an implementation number assigned and will be clearly documented as to the basis of the panel's decision and how the amount of the award was determined. Rejected suggestions will be clearly documented as to why implementation of the suggestion is not feasible or practical.
- E. The results of the evaluation and determination will be submitted to the Mayor for his/her review and final decision. The Mayor in consultation with the affected Department Director(s) will determine whether the suggestion is ultimately implemented. When a decision has been made, the Human Resources Department will convey the decision of the Mayor and Department Director(s) in writing to the suggestor(s). The letter will inform the suggestor(s) whether the suggestion will be implemented and the amount of any award. In the event the award is won by a group of employees, the award will be divided equally among the group.

VII. Ownership of Suggestion

- A. The City of Lynnwood shall have the perpetual right to use all suggestions, including suggestions that are subsequently patented, without cost to the City except for any cash award the employee may receive through the ESP.
- B. If an employee later obtains a patent for a suggestion for which he/she has received an award, all benefits from the patent shall accrue to the suggestor(s) provided that the City shall be entitled to use the patented idea, feature, device, process, apparatus, or design without charge.

VIII. Special Awards

Certificates of Appreciation will be issued to all employees who make suggestions which have merit.

IX. Duplication of Suggestion

If at any time during the course of processing a suggestion, it is found that a suggestion submitted previously presents the same proposal, only the suggestion received first shall be eligible for any award or certificate, and the employee submitting the duplicate suggestion shall be informed by the ESP committee.

X. Ineligible Suggestions

The following types of suggestions are ineligible for an award:

1. Suggestions which call attention to a problem but do not suggest an acceptable or reasonable solution.
2. Suggestions dealing with normal maintenance, unless they contribute to a solution of maintenance problems.
3. Those dealing with salary adjustments, employee benefits, job classification or provisions covered by a collective bargaining agreement, hours of work, personnel policies, or other terms and conditions of employment.
4. Those not originating with the suggestor(s) or those submitted by an ineligible suggestor(s).
5. Those that are duplications of suggestions previously submitted within the last three-year period.
6. Those that contain an idea already under consideration by the City.
7. Those that may monetarily benefit the employee or a relative of the employee or violate any portion of the Ethics Policy.

8. Suggestions that do not fall within the authority or responsibility of the City or would require a change in state or federal law.

XI. Evaluation

This policy will be evaluated after a two-year implementation period to determine its effectiveness and whether modifications should be made to increase that effectiveness. The Human Resources Department will be responsible for ensuring that the evaluation is completed in a timely manner.

Approved:


Tina Roberts-Martinez, Mayor

3/7/01
Date