

Department of Administration Employee Suggestion Policy

PURPOSE: To implement the provisions of the State of Kansas Employee Suggestion Program in order to reward State employees for innovative thinking that leads to documented cost savings.

ELIGIBILITY: All classified and unclassified employees, including temporary employees who are not eligible for benefits, may submit a suggestion for consideration under this program. Suggestions may be submitted by either individual employees or by teams of employees. Pursuant K.S.A. 75-37,105 (i), no person in an elected position or an employee serving in a position appointed by the Governor, or in a position that reports directly to the Secretary of Administration is eligible to receive an award through this program.

AWARD: In accordance with the provisions of K.S.A. 75-37,105, each eligible employee or team of eligible employees whose suggestion is adopted by the Department of Administration shall receive an award, or portion thereof, in the amount of 10% of the documented savings of the suggestion accrued following the first 12 months after implementation of the suggestion, up to a maximum of \$5,000.

Employees whose suggestions are implemented by the Department of Administration shall also receive an award upon adoption of the suggestion. The type and amount of the award shall be determined on a case-by-case basis, based on the estimated savings of the suggestion.

The amount of this award shall not count against the \$5,000 maximum of the award that the employee will receive following 12 months of implementation of the suggestion, but such awards shall count against the \$3,500 annual maximum for awards provided through the Department of Administration's Award and Recognition Program.

PROCESS/PROCEDURES:

1. The Director of Legislative and Public Affairs shall be the Department Employee Suggestion Program Coordinator (Coordinator).
2. The Employee Award and Recognition Program Selection Committee (Committee) shall consist of the Coordinator, the Chief Counsel and the Directors of the Office of Facilities and Property Management, the Office of Financial Management, the Office of Personnel Services, the Office of Procurement and Contracts and the Office of Systems Management. The Chief Counsel shall be a non-voting member of this Committee. The Committee shall meet at least monthly.

Committee members must exclude themselves from voting if a family member or a person directly supervised by the Committee member has submitted a suggestion.

3. Suggestions are to be made on the Department of Administration's Employee Suggestion Form (per Attachment B) via the Department Intranet or via hard copy to the Coordinator. Employees will receive a confirmation email message that their suggestion has been received.
4. If the suggestion is being made by a team, the suggestion shall include a breakdown of each employee's percentage contribution to the suggestion, in accordance with K.S.A. 75-37,105 (g)(1)(B).
5. The Coordinator will compile all suggestions received and shall be responsible for contacting the employee or other relevant parties in order to clarify any questions regarding the suggestion or obtain additional information.
6. The Coordinator will present all suggestions received and any supporting documentation or information to the Committee, which shall review all suggestions and determine which suggestions to recommend to the Secretary of Administration for adoption. The Committee's review should be related to:
 - Whether or not the employee suggestion has previously been implemented;
 - Potential obstacles to implementation; and
 - Other input that provides insight with respect to the viability of the employee suggestion.

The Chief Counsel shall insure that the review and selection process is free from abuse and conducted in accordance with objective decision-making procedures.

7. Upon a majority vote of the Committee, suggestions will be forwarded as a recommendation to the Secretary of Administration for adoption. The recommendations will include an estimate of the cost savings that are reasonably expected to result from the suggestion as well as the type and amount of the award that the suggesting employee would receive upon adoption of the suggestion. If the suggestion was submitted by a team, the recommendation will also include a proposed percentage distribution of the award as determined by the Committee based on the information submitted by the team.
8. The Secretary of Administration shall review all recommendations from the Committee and shall determine whether each suggestion shall be approved and adopted, or denied.
9. If a suggestion is denied, the employee or team who submitted the suggestion shall receive an email from the Coordinator thanking them for their efforts and explaining why the suggestion was not adopted as well as a thank you note from the Secretary of Administration.
10. If a suggestion is approved by the Secretary and adopted by the Department of Administration, the employee or team who submitted the suggestion shall receive notification from the Secretary that the suggestion has been adopted as well as an explanation of the remainder of the process. If the suggestion was submitted by a team, in accordance with the provisions of K.S.A. 75-37,105 (g)(1)(B), the Secretary shall inform the employees of the percentage distribution of the award.
11. The employee or team shall also receive an award for innovation of a type and in an amount determined by the Secretary based on the recommendations of the Committee, as well as a certificate from the Secretary.
12. All suggestions that are approved by the Secretary and adopted by the Department of Administration shall be forwarded to the Division of the Budget by the Coordinator.
13. The Coordinator shall maintain a record of nominations received and the Director of Personnel Services shall maintain and track those suggestions which have been adopted and forwarded to the Division of the Budget. Committee Records with supporting documentation are confidential and shall be maintained by the Coordinator, the content of which includes outcome of each nominator/nominee.
14. Following 12 months of implementation of each suggestion that is approved and adopted, the cost savings of the suggestion shall be documented by the Division of the Budget and the employee or team who made the suggestion shall receive an award, or portion thereof, in the amount of 10% of the documented savings, up to a maximum of \$5,000.
15. If the suggestion was submitted by a team, the percentage of the award that is distributed to each member of the team shall be in accordance with the Secretary's determination of each employee's contribution that was made upon approval and adoption of the suggestion.
16. The award will be presented to the employee or team by the Secretary of Administration, and the Governor, Lt. Governor or member of the Governor's staff. The employee or team shall also be recognized in the Department Newsletter as well as a press release, upon agreement of the employee or team.
17. The Committee shall be responsible for promoting the program among the Department of Administration workforce, and periodically evaluating its effectiveness.
18. All Committee members shall maintain the integrity of the process by maintaining strict confidentiality with regard to all matters brought before the Committee.
19. The Secretary of Administration, or the Secretary's designee, will make each award presentation.

Sarah J. Shipman
Secretary of Administration

Date

Department of Administration Employee Suggestion Program Suggestion Form

Date Received:

Employee Information	
Name:	Job Title:
Agency:	Division or Unit:
Work Address:	City, State, Zip Code:
Work Phone:	Name of Supervisor:
Suggestion Information (if more space is needed, attach a separate sheet)	
Describe the present method or situation.	
Explain in detail how the present method or situation could be improved and reduce costs in your agency. Include the estimated first year's savings and how that was determined.	
By my signature, I agree that once the suggestion above has been adopted by my agency, the suggestion becomes the property of the State of Kansas. Signature:	Date:
To be completed by agency: _____ Adopted _____ Not Adopted	