



State of Kansas

**Employee Suggestion
Program**



Purpose

The program is authorized by K.S.A. 75-37,105 and rewards State of Kansas employees for innovative thinking that leads to documented cost savings for the State.

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. 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 head of an agency is eligible to receive an award through this program.

Award

Each eligible employee or team of eligible employees whose suggestion is adopted 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. All suggestions adopted by agencies are to be forwarded to the Division of the Budget for documentation of those savings.

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

Agency Guidelines

Agencies may utilize the standard form and guidelines established by the Department of Administration or may develop and implement guidelines that are tailored to the agency's mission, goals, objectives. Agencies that decide to implement a program must develop guidelines and may be subject to review by the Department of Administration.

In order to ensure a fair and objective program, agencies should establish a detailed submission, review and approval process. Agencies should also select a program coordinator to be the point of contact for their award and recognition program.

Communication

Agency leadership should encourage their staff to be as innovative as possible, and should make sure that their employees are aware of this program and the benefits that it can produce for both employees and the State of Kansas.