

# PASCO COUNTY COST SAVINGS AWARD PROGRAM

## I. PURPOSE

The purpose of the Pasco County Cost Savings Award Program is to develop increased efficiency of governmental operations through the stimulation of imaginative and inventive thinking among County employees leading to possible areas for work improvement, cost savings, and providing a better quality of service to the citizens of the County.

## II. RULES OF ELIGIBILITY

A. All Pasco County employees below the division head level shall be eligible to submit suggestions within the scope of this program and be subject to the following provisions:

1. All suggestions must be submitted on forms provided by the County and must be signed and dated by the person(s) submitting the suggestion.
2. All suggestions submitted in accordance with this program shall be deemed to confer on Pasco County the unrestricted right to the use and benefit thereof.
3. The suggestion must concisely identify a problem or area in which productivity or efficiency can be improved and recommend a remedy for that problem or specific area.

B. In order for a suggestion to become eligible for an award, it should be of such a nature as to result in one or more of the following:

1. An identifiable savings in time or material.
2. Significant improvement in a process.
3. Improvement in tools or equipment.
4. Increase in efficiency.
5. Elimination of hazard to personnel.
6. Improvement in working conditions.
7. Improvement in public service without increased cost.

C. A suggestion pertaining to the following will not be eligible:

1. A solution to any problem which is the suggester's assigned task or responsibility, or which is an inherent part of their job.

2. Any suggestion which duplicates or is very similar to any suggestion previously received.
  3. Suggestions for changes in procedures, new buildings, equipment, and installations in operation less than 12 months, since such ideas generally cover items that are part of the normal trial-run adjustments which ordinarily are made within that time.
  4. Suggestions pertaining to salary schedules, job classifications, benefits, and grievances.
- D. An individual will be entitled to an award consideration even though the suggestion may be adopted in a modified form.

### III. COST SAVINGS AWARDS COMMITTEE

#### A. Membership

The membership of the Cost Savings Award Committee (Committee) shall consist of six persons: the Personnel Director, who shall serve as Chairperson; the Personnel Manager, who shall serve as a Suggestion Coordinator; each of the Assistant County Administrators and the Office of Management and Budget (OMB) Director will each appoint one member to serve on the board. The members, other than the Personnel Director and Personnel Manager, shall be appointed for a one-year term beginning October 1 of each year. The Personnel Director shall have the right to participate in discussions, but shall have no vote.

#### B. Meetings

1. The Committee shall meet in regular session monthly, provided that there is business to conduct. Additional meetings may be called at the discretion of the Chairperson.
2. A quorum will consist of three voting members.
3. The Chairperson shall be responsible for making all necessary arrangements for Committee meetings.
4. The Chairperson shall be responsible for preparing an agenda and any materials necessary to conduct Committee business.
5. The Chairperson shall be responsible for the preparation and distribution of meeting minutes to all Committee members.

### IV. PROCESSING AND EVALUATION OF SUGGESTIONS

#### A. Processing of Suggestions

1. Suggestions must be submitted on an official County form and supplementary data as the suggester feels is necessary may be attached. All suggestions must be submitted to the Chairperson. Upon receipt, the suggestions shall be stamped, dated, and numbered. The Chairperson shall provide an acknowledged copy to the suggester(s).
2. During the evaluation process, all suggestions shall be identified by number only. The suggester's name shall be known only by the Chairperson and the Suggestion Coordinator during this process to assure the anonymity of the suggesters. However, requests for information under the Public Records Law will be honored.

3. All suggestions will be brought before the Committee. The Committee will determine:
  - a. Whether additional information or clarification is needed from the suggester(s).
  - b. Which department(s) would be most affected by the suggestion if implemented.
  - c. Whether the suggestion needs to be evaluated by the Safety Officer or a support department such as Purchasing, Information Technology, or Fleet Maintenance.
4. The Chairperson and/or Suggestion Coordinator will communicate with the suggester(s) and/or whomever the Committee deems to be appropriate evaluators of the suggestion. The evaluators will be asked to determine whether the suggested solution will solve the problem and to estimate implementation costs.
5. The OMB and the evaluating department(s) will be asked to estimate cost savings and benefits derived from implementing the suggestion.
6. The Chairman and/or Suggestion Coordinator will assure timely responses to requests from the Committee.

B. Evaluation of Suggestions

1. The Committee will review the suggestions and the responses from evaluating departments. If they decide they have enough information, they will then vote on the suggestion. If not, it can be sent back to one or more departments for additional documentation or other information.
2. When the Committee votes on the suggestion, one of the following decisions will be made:
  - a. The Committee votes not to implement the suggestion. The Chairperson shall notify the suggester(s) in writing as to why the suggestion is not being implemented. The letter will include reasons for nonadoption and any back-up documentation.
  - b. The Committee votes to implement the suggestion and then uses the following criteria to determine a recommendation for the award:
    - (1) Tangible Savings - ideas whose benefits can actually be measured in "before and after" costs.

Upon finding by the department director(s) and verification by the OMB that a significant net savings in expenditures will result, or did result, by the adoption of a suggestion, the Committee may recommend that an award be paid to the suggester upon the adoption of the suggestion. The recommendation will be sent to the County Administrator for approval. Cash awards for tangible suggestions shall be as follows:

<u>Award</u>	<u>Amount of First Year's Annual Net Savings</u>
3% of Net Savings up to a Maximum of \$1,000.00*	\$25,000.00 +
\$500.00	\$20,000.00 - \$24,999.00
\$350.00	\$15,000.00 - \$19,999.00
\$250.00	\$10,000.00 - \$14,999.00
\$150.00	\$ 5,000.00 - \$ 9,999.00
\$ 50.00	\$ 100.00 - \$ 4,999.00

\*Capital expenditures will be depreciated accordingly.

(2) A Certificate of Appreciation or a day off with pay may be awarded when a suggestion has a positive effect, but has a minimal net savings in expenditures.

(3) Intangible Savings

Intangible suggestions are ideas that may have an overall benefit, but whose benefits cannot be measured in dollars. These suggestions may involve improvements in working conditions, changes in procedures, revision of forms, improvement in employee morale, public relations, or employee health or safety. These suggestions shall be eligible for a cash award not to exceed \$50.00 upon the adoption and/or successful implementation of the suggestion.

#### V. Miscellaneous Rules

1. Any award granted for a suggestion submitted by two or more suggesters shall be equally divided among the suggesters unless such other division is requested by the persons making the suggestion. The Committee shall, upon the request of multiple suggesters, recommend the appropriate division to the County Administrator.
2. Feedback shall be provided to the suggester within 90 days of submission.
3. If a suggester resigns in good standing or retires between the time they submit the suggestion and the award presentation, they are still eligible for the award. In the event of death of the suggester, any award granted will be paid to the estate or beneficiary.
4. Any suggester who submits a suggestion for an award must waive any further claims for themselves or heirs against the County regarding use of the suggestion.

PASCO COUNTY GOVERNMENT  
PERSONNEL DEPARTMENT  
COST SAVINGS AWARD FORM

(Please type or print all information)

ID NO. \_\_\_\_\_

DATE \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Telephone Extension \_\_\_\_\_

Department \_\_\_\_\_

Division \_\_\_\_\_

I hereby acknowledge that my submittal of this suggestion confers on Pasco County the unrestricted right to the use and benefit thereof. The acceptance of an award, should one be made, including the recognition thereof, constitutes a waiver of any and all claims made by me and my heirs against the County as a consequence of the adoption and implementation of my suggestion.

Employee's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
(If a group suggestion, an additional sheet must be attached containing the above statement with signatures of all persons in the group.)

NOTE: The top portion of this form will be cut off at the asterisk line and filed separately to preserve confidentiality.

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IDEAS PAY OFF - THINK OF WAYS TO IMPROVE WORK

ID NO. \_\_\_\_\_

DATE \_\_\_\_\_

MY SUGGESTION IS DESCRIBED IN THE STATEMENTS BELOW:

1. Statement Describing Present Methods or Practices:

2. Statement of What Is Suggested and How It Can Be Accomplished:

3. Probable Benefits:

If more space is needed, please use back of sheet or attach additional pages as needed.

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