



Originally Issued: September 11, 2013

Revised: December 3, 2014

Revised: December 5, 2017

Revised: June 16, 2020

Reviewed: October 5, 2022

Procedure Owners: VP for Financial Affairs, Chief Human Resources Officer

## **Employee Suggestion Program**

### **I. Purpose**

The purpose of the Athens State University Employee Suggestion Program is to incentivize and recognize employees for suggestions that improve the effectiveness and efficiency of the University's operations, the safety and working conditions of employees, or net revenues.

### **II. Eligibility**

To be eligible for an Individual Employee Suggestion Award, an employee must:

- Be a permanent faculty or staff member (full or part-time);
- Have been employed in his/her current position for at least one year;
- Meet expectations in all areas of work.

### **III. Criteria and Process for Nomination**

Generally speaking, suggestions must be specific, unique, and constructive, and most often should be related to functions of the area or department in which the employee works. To be considered for adoption, a suggestion should be worth its cost of implementation. It should:

- Increase effectiveness and/or efficiency; OR
- Lead to improved and safer working conditions; OR
- Reduce costs; or increase revenue.

Written suggestion statements should include three elements:

- A statement of the problem or area for improvement;
- The specific proposed solution for the problem or area; and
- The likely costs and benefits

Suggestions and supporting materials will be accepted on an ongoing basis using the standard suggestion form.



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#### IV. Selection Process

- Suggestion forms are to be submitted directly to the supervisor or department head, who will evaluate the suggestion.
- If the suggestion is implemented, the form and documentation that fully describes the executed change and its measurable benefits are to be forwarded to the Office of Human Resources.
- Human Resources will evaluate implemented suggestions and will forward them to the President for final approval.
- Employee Suggestion Award recipients will be officially notified by the President's Office of their awards no later than April 30<sup>th</sup>.

#### V. Awards/Award Recognition

Employee Suggestion Awards can be monetary or non-monetary. Upon final approval of the awardees, the Vice President for Financial Affairs, in collaboration with the President and Cabinet, will make a determination of the type and amount of the award.

##### **Monetary Awards**

One-time treatment/award ranging from \$25 to up to 2% of base (in lieu of monetary award, non-monetary recognition may be elected and appropriate).

##### **Non-Monetary Awards**

These award types may consist of a one-time treatment/award of citation, goods or services. Non-monetary awards may be "packaged" by offering 2 or more types of recognition. These may include, but are not limited to:

- Point Program (accumulated points that can be exchanged for desired products or services from online service provider menu)
- Time off with Pay
- Certificate of Recognition
- Recognition Trophy
- Training fund appropriation
- Time off for Personal Projects (i.e. research, community service)
- Time off for Professional Development (i.e. training)
- Retail Gift Cards, Gas Cards, American Express, MasterCard and Visa Prepaid
- Sam's Club Memberships
- AAA Memberships
- Movie tickets



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- Oil Change Gift Certificates
- Turkey/Ham Gift Certificates
- Gym Memberships
- Fruit baskets
- Amusement Park tickets
- Entertainment vouchers (i.e. Performing Arts Center, Symphony)

The President will publicly recognize and present each Suggestion Award at an appropriate University function.