

## **INCENTIVE AWARDS FOR EMPLOYEE SUGGESTIONS**

Employees are encouraged to make suggestions for improving operations. Awards may be provided for measurable savings and/or intangible suggestions in areas such as safety, public relations, communications, morale and improved instructional support.

### Eligible Suggestions

The following are types of suggestions which will be eligible, if adopted, to receive awards:

1. Improving administrative and operational techniques and practices.
2. Improving relations and service to the public.
3. Improving employee relations and service to the schools.
4. Improving methods and procedures, resulting in an increase in output.
5. Saving time, money, labor, space, materials or supplies.
6. Improving safety or health conditions.
7. Improving tools and equipment.
8. Eliminating unnecessary procedures, records, and forms.
9. Eliminating bottlenecks, accidents, delays, duplication, waste, spoilage, and fire hazard.
10. Improving working conditions and employee convenience.

### Incentive Awards System Committee

Membership of the committee shall be composed of two non-voting members; the Director of Administrative Services and an Assistant Superintendent, and five voting members; two classified and three certificated employees.

The functions of the Incentive Awards System Committee shall include the following:

1. To ensure that each suggestion is thoroughly and fairly investigated and reported.
2. To determine and recommend, in accordance with established procedures, the value of all awards granted under the suggestion award program.
3. To formulate and present recommendations for revisions to administrative procedure where necessary for the improved operation of the plan.

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4. To submit periodic reports and recommendations to the Superintendent on the functioning of the Incentive Awards System.
5. To publicize the successful suggestions and the actions of those successfully implementing the suggestion.

Processing Suggestions

1. Suggestions will be submitted on the form prescribed by the committee which must be signed.
2. If there are two or more individuals sharing a suggestion, a form must be completed and signed by all suggestors so that each may share in the award, if granted.
3. If two or more individuals submit separate suggestion forms that cover the same area, the suggestion form received first will be the suggestion considered.
4. The Director of Administrative Services will promptly acknowledge receipt of the suggestion.
5. The Director of Administrative Services shall refer the suggestion to the appropriate responsible administrator in the school or division for his/her evaluation of the suggestions and estimate of the possible savings. The administration will thoroughly investigate and evaluate the savings potential, and will submit the evaluation to the Director of Administrative Services for review by the Incentive Awards System Committee.
6. Following review of the suggestion and evaluation, the committee will:
  - a. Make a recommendation for an award
  - b. Require further evaluation prior to consideration
  - c. Advise the suggestor in writing why the suggestion cannot be awarded.
7. Normally no more than two (2) calendar months should pass between receipt of a suggestion and the committee's recommendation.

Awards - Types and Amounts

After implementation, and upon recommendation of the Incentive Awards System Committee, the Board will be asked to authorize monetary award payments to the employee(s) if the project is successful.

Regulation approved: January 18, 1983; September 17, 1984; March 22, 1999; September 12, 2000; September 12, 2001; January 12, 2010