

## **Human Resources Management Instruction Employee Suggestion Procedures**

**Reference: Human Resources Policy Statement #4030.1, “Awards and Recognition”**

### **Eligibility**

All employees are eligible to submit suggestions.

### **Submission Procedures**

Employees should submit suggestions through written memorandum to HRSPAE. The memorandum, at a minimum, must include functional area or process affected by the suggestion, the problem or issue addressed, specific methods of improvement(s) or changes recommended and expected outcomes or results. Vaguely stated problems and/or solutions will be returned to the suggester without evaluation.

### **Evaluation**

A HRSPAE staff member will refer the suggestion to the office responsible for the functional area affected by the suggestion with a deadline for evaluation. The evaluation must include a recommendation on whether or not the suggestion should be adopted. For suggestions for which adoption is recommended, the evaluation must also include evaluation of any improvements, savings or other value that will result from implementation of the suggestion. Where savings evaluations or computations are involved, additional verification of the computation may be obtained or the evaluation may be sent to other officials or higher level management for review.

The Director, HRSPAE will review the evaluation of the suggestion and forward it with a recommendation to the PSA Director or his/her designee for final decision.

Suggestions adopted will be signed by the PSA Director or his/her designee and returned to the employee through supervisory channels. Suggestions not adopted will be returned to the suggester, through supervisory channels, with a written explanation for the rejection. A suggester may request reconsideration of rejections if he/she provides supplemental information. The request must be submitted in writing to HRSPAE. If reconsideration is not warranted, the suggester will be notified in writing.

### **Restrictions**

The following suggestions will be rejected and returned to the suggester with a brief explanation:

- Suggestions that duplicate or essentially duplicate those pending or those received in the past two years.

-Contributions considered to be official duties of the contributor, unless so outstanding as to warrant recognition.

-Indefinite, incomplete or vague suggestions.

-Proposals in the nature of a complaint or grievance.

### **Award**

The minimum award for an adopted suggestion is a letter from the Director of PSA. The suggester may receive a cash or other award if recommended by the evaluator and approved by the Director of PSA or his/her designee.