



Administrative Regulations

Number AR32-2
Issue 2

Subject: Employee Suggestion Program.

I. PURPOSE

The purpose of this regulation is to establish standard procedures that will assist all City departments in the implementation of the "Employee Suggestion Program." All departments will conform to the general guidelines set forth in this document.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also suggested that elective offices and other independent offices of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY

The City of Long Beach intends to recognize and reward employees who make valuable contributions, above and beyond their normal responsibilities, to the efficiency and effectiveness of City operations. The objectives of an Employee Suggestion Program include:

- The implementation of more efficient and effective methods of operation.
- The promotion of employee involvement in the management of the City's obligations and responsibilities.
- The development of an "esprit de corps" among City employees.

IV. GUIDELINES

A. Each department will establish its own Employee Suggestion Program in accordance with the criteria listed herein

1. Employees of the City may be awarded with additional compensation for suggestions made that result in measurable monetary savings to the City. Such awards shall not exceed five percent (5%) of the anticipated first year savings after adoption of the suggestion, provided, however, that the maximum award shall not exceed \$1,000.
2. Departments may make cash awards up to \$100 for approved suggestions.
3. Non-cash awards are also permitted for suggestions that result in improvements that are non-measurable, such as improvements in the higher quality of products, improved morale, better working conditions, etc. Non-cash awards should not include time off with pay.

B. The following are excluded from consideration for the Employee Suggestion Program:

1. All management employees.
2. Suggestions which involve stricter enforcement of existing rules or regulations.
3. A similar proposal that has been submitted by another employee in the past 12 months within their department; or City-wide for major awards.

4. The suggestion is the result of a specific assignment, or recommended by an internal audit or a consultant's report.
5. The suggestion is part of an employee's normal job assignments or responsibilities

C. Each department that establishes an Employee Suggestion Program shall appoint a Review Committee. The Review Committee will evaluate all suggestions. The Committee will be chaired by a management person and composed of three (3) to five (5) employees from the department work force, including at least one (1) supervisor. The chairperson will not vote but shall have the responsibility of ensuring that the Program meets all City requirements.

D. A Suggestion Coordinating Committee will be appointed by the City Manager to provide overall direction and coordination of the City's Suggestion Program. The five (5) members shall include at least two (2) department heads. The chair of the Committee will be named by the City Manager. All members will be management employees. The Personnel Department will provide staff assistance. Responsibilities of the Committee will include the following:

1. Make recommendations to the City Manager on the administration and coordination of a Citywide Employee Suggestion Program.
2. Review and approve all departmental Employee Suggestion Programs.
3. Review all suggestions for cash awards that exceed \$100 and submit recommendations to the City Manager.
4. Coordinate and direct the Employee Suggestion Program in accordance with City-wide policy.

V. PAYMENT OF CASH AWARDS

Awards for suggestions will be made by departmental direct payment. Imprest cash funds may not be utilized for this purpose. Payments to employees will be made in a timely manner.