

Seek And Value Employee Suggestions (SAVES) Program

Who Is Eligible for the SAVES Program?

All regular full-time, and part-time employees of the Simpson County Board of Education.

Awards

Faculty and staff whose suggestions are adopted under the rules of this program will receive cash awards up to a maximum of \$1,000.

Tangible awards are given to suggesters whose adopted proposals result in revenue generation or in measurable cost savings to the District. A tangible award of 10% of the first year's net cost savings, up to a maximum of \$1,000.00, will be paid to employees whose adopted suggestions result in tangible, documented improvements for the school system.

The award, based on actual net savings, will be paid within sixty days upon completion of the first twelve (12) months of implementation.

Eligible Suggestions

An eligible suggestion is a feasible, constructive proposal which applies to internal operations and explains how to:

- improve methods, equipment or procedures
- eliminate waste
- reduce time or cost of work operation
- create a safer work environment
- increase or generate revenue

The suggestion shall be submitted on the official suggestion form, accompanied by exhibits or illustrations as needed. One suggestion form shall be used for each suggestion to accurately identify the problem or opportunity and present detailed information concerning the proposed change. It shall include a plan of action describing how the change would be accomplished and defining what benefits would be realized by the District, particularly in terms of efficiency, effectiveness, quality, safety, economy, conservation of resources or student/public relations.

If the same suggestion is submitted by two or more persons separately, the first one received is eligible. Other suggestions having the same purpose as a prior suggestion shall be considered duplicates which are not eligible.

Ineligible Suggestions

- Suggestions that require state or federal legislative or regulatory changes for implementation.
- Suggestions that result from or are related to a particular problem given to a faculty or staff member to solve within the scope of his/her duties and responsibilities.
- Suggestions which include a proposal to perform routine maintenance operations or follow manufacturer's recommendations.
- Suggestions already documented in writing as under consideration or implemented by those administratively responsible.
- Suggestions which correct an error or condition that exists because established procedures or policies were not followed.
- Grievances or complaints that do not represent improvement areas.
- Compensation, classification or pay issues.
- Suggestions having the same purpose as a prior suggestion shall be considered duplicates which are not eligible.
- Suggestions which do not contain accurate, substantiated, or sufficient information, or fail to present a constructive, clear plan of action are ineligible, and shall be returned to the suggester for further investigation and development.

Evaluation Process

After a suggestion is submitted for review, it is evaluated with regards to the eligibility criteria (stated above). If the preliminary review determines that the suggestion meets eligibility requirements, it is forwarded to the proper individual(s) within the District that would be responsible for implementing the suggestion. The evaluator will determine if the suggestion is feasible and implementable.

While, every effort will be made to make a timely determination, a fair and thorough consideration of each suggestion will take place. Also, the occasional need for review by a subject matter expert outside of the District may delay the final decision.

Once submitted, the suggestion and accompanying attachments become the property of the Simpson County Board of Education. Decisions on if and how to use the suggestion, award eligibility and award amount shall be at the complete discretion of the School District.

Exclusive Rights

The District has the exclusive right to set award policy and structure and may change the program at any time. Any situation not covered by these rules will be considered by the Superintendent on a case-by-case basis.

Simpson County Board of Education Seek And Value Employee Suggestions

Suggestion Form

OFFICE USE ONLY

Number: _____

Assigned To: _____

Processed: _____

Evaluation Due: _____

Action: _____

NAME: _____

WORK LOCATION: _____

TELEPHONE: Work () _____ Email: _____

TELEPHONE: Cell () _____

1. DESCRIBE THE PRESENT CONDITION OR PROCEDURE: Be specific:

2. DESCRIBE YOUR SUGGESTION. Be specific. Describe the improvement and tell how it can be made. Support your proposal with facts and provide details needed to validate your recommendations. Include a clear plan of action for how the change could be accomplished.

3. DESCRIBE BENEFITS TO THE SCHOOL DISTRICT. Indicate how it will eliminate or reduce expenditures, generate additional revenue, or prevent waste, eliminate duplication, improve operations, etc...

My suggestion is submitted for consideration under the terms and conditions of the Simpson County Board of Education Seek and Value Employee Suggestions (SAVES) Program. I have read these rules and understand and agree that the Simpson County Board of Education shall have the right to make full use of my suggestion.

EMPLOYEE'S SIGNATURE:

_____ Date: _____

HOME ADDRESS: _____

City: _____ State: _____ Zip: _____