

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
SUGGESTION AWARDS PROGRAM <u>POLICY</u>	REVISED
Resolution No.	Supercedes Resolution No.
Policy Number 3.14	PAGE 1 of 4

1. PURPOSE:

This policy will describe the procedures for the administration of a suggestions award program for the Town of Fort Frances.

2. GENERAL:

The suggestions Awards Program is designed to encourage interest and greater efficiency and effectiveness in the functioning of the Town of Fort Frances by employees of the Town of Fort Frances,

The co-ordination of the program is the responsibility of the Suggestions Awards Committee consisting of the Chief Administrative Officer, 2 Division Managers, 1 member of Council and a representative of the bargaining units under the overall direction of the Council of the Town of Fort Frances.

The Suggestions Awards Committee will be responsible for recommending awards to employees whose suggestions have been adopted out of the program to Council. The decision of the Committee is final. Approval of financial awards will rest with the Council of the Town of Fort Frances.

3. AWARDS:

The program provides for

- Suggestion Awards Certificates of Appreciation for adopted suggestions.
- Cash awards ranging from \$50 to \$10,000.

4. DEFINITION:

A suggestion is a practical idea for improving the operations of any municipal department or agency which results in monetary/non-monetary benefits related to such things as:

- Increased efficiency or productivity;
- Conservation of property, energy, material or other resources;
- Improved working conditions;
- Other benefits,

5. EXAMPLES OF SUGGESTIONS ARE:

- Improvements of office methods, procedures and systems;
- The elimination of accident, fire and work hazards;
- Reduction of cost of departmental administration;
- Standardization of procedures and municipal departments;
- Reduction in number of forms;
- The elimination of unnecessary operations;
- The elimination of any kind of waste;
- The elimination of delays;
- The improvement of working conditions, particularly in regards to safety, health, sanitation and morale;
- Better service to the public;
- Saving of time, materials, supplies or equipment;
- Improvement in design or modification to clothing, materials, supplies or equipment.

6. ELIGIBILITY OF SUGGESTIONS:

Suggestions will be processed on a first come, first served basis. Upon receipt of a suggestion the CAO's office will assign a reference number which will indicate the date and sequence of receipt.

The individual who makes the suggestion may request a 90-day waiting period from the time of submission to properly conduct an assessment of the suggestion. The waiting period can be extended if it is agreed to by the committee that a longer assessment period is required or to accommodate a patenting process.

Suggestions, which involve the use of the invention of the individual, must be examined in terms of a written agreement between the Town of Fort Frances and the employee prior to consideration being given under the Suggestion Award Program. Where any possibility exists that the suggestion received by a Committee involves development of a device that may be patentable, the suggestion is to be processed in accordance with this policy.

7. SUGGESTIONS NOT CONSIDERED ELIGIBLE:

Suggestions that are not considered eligible in the program include those:

- That are duplicates of ones that are currently under evaluation or declined for adoption within the proceeding twelve months;
- To deal with matters related to collective bargaining
- To deal with matters with the purview of the judicial or legislative arms of government;

- The proposed use of one trade name product or service to the exclusion of other similar products or services because they are in opposition to the purchasing policy. It is acceptable however to use a trade name to clarify a suggestion;
- That arises as a result of a direct task the nature of which requires an employee to provide a solution to a given problem.

8. ELIGIBLE RECIPIENTS:

The following are eligible to receive cash awards for adopted suggestions:

- All regular employees of the Town of Fort Frances except those serving on the Suggestions Awards Committee;
- Seasonal, part time, temporary and contract employees provided that their suggestions are submitted while they are employed by the Town of Fort Frances,

Members of the public may be granted a Certificate of Appreciation.

9. OWNERSHIP:

All suggestions become the property of the municipality.

10. SUBMISSION PROCEDURE:

Once submitted and assigned a reference number it is recommended that individuals discuss the idea with their Supervisor and / or Division Manager. The Division Manager or Supervisor will analyze and provide all information necessary to assist the committee in making decisions.

11. SUBMISSION FORMAT:

Suggestion forms are available from all Division Managers and will include:

- The necessary information to identify the individual making the suggestion
- A brief descriptive title;
- A clear and concise statement of the problem, the proposed solution and the results of any trials or tests;
- Appropriate sketches or drawings;
- A signed certification by the responsible Division Manager to the effect that the nature of the suggestion is not part of the employee's duties as defined in the employee's job description, a copy of which should be enclosed. Where the duties-of the employees are not clearly stated and Division Managers find it impossible to reach agreement on the employee's eligibility, they must request assistance from the Suggestion Award Committee but may not refuse a submission of suggestions.

- Suggestions, typed if possible, shall be signed. Joint submissions are to be signed by all parties.

12. CALCULATION OF AWARDS:

Awards are calculated on the value of the savings realized:

- a) Where the value of the savings resulting from the suggestion can be measured in dollars, the benefits are considered tangible and the award is determined as follows:

Savings	Up to \$5000	\$5001 to \$100,000	\$100,001 and up
Award	15% of savings	\$750 for first \$5000 and \$10 for each additional \$500 in savings	\$2650 for first \$100,000 and \$10 for each additional \$1000 in savings to a maximum of \$10,000

- b) Where the value of savings cannot be measured in dollars and the benefits are considered intangible a scale of awards not exceeding \$1000 is applied, taking into consideration the benefits and the extent of application.
- c) A Suggestion Awards Certificate will accompany all monetary awards. Payment of awards will be made from funds designated by Council. Awards are subject to all requisite deductions.
- d) For award calculation purposes, the lifespan of a suggestion begins on the day of the formal implementation. The lifespan is one year.

13. SAVINGS:

Savings cannot normally be verified until a suggestion has been in effect for one year. When savings can only be estimated, a partial award may be paid. The initial award granted is 50% of the award verification based on estimated savings in that year.

14. NON-ADOPTED:

Suggestions, which may have been declined for adoption, would be protected for a twelve-month period following the date of the original submission. Individuals who made the suggestion wishing to safeguard their interest after twelve months may do so by resubmitting their proposal as a new suggestion.

15. PRESENTATION OF AWARDS:

The presentation of awards should be made with suitable ceremony and maximum publicity as arranged by the Suggestions Award Committee. To this end, all awards will be presented to the recipients at a public meeting of the Council.