



ADMINISTRATIVE ORDER

TITLE: Employee Innovations Program

NUMBER: AO-06

CANCELS: 07/28/2008

APPROVED: 09/07/2012

ORIGINATOR: Human Resources

REVIEW: 09/07/2015

I. PURPOSE AND SCOPE

To establish a method for rewarding Brevard County employees for making innovative suggestions that result in improved productivity, health/safety, operating savings and/or program enhancements for the County provided such proposals are placed in effect.

II. DEFINITIONS AND REFERENCES

- A. Innovative suggestions-ideas that express creativity, excellence, uniqueness and create highly impactful improvements. Innovative suggestions are original, practical, adoptable, and result in creating new solutions to challenges of the organization. Innovative suggestions should be focused on improving the service provided to our customers, through substantial improvements in: productivity, health/safety, operating savings, and/or program enhancements. Suggestions relating to any activity of the County may be submitted. Some examples would be:
1. New ways of reducing costs, eliminating delay, improving service and effectiveness
 2. Elimination of waste
 3. Savings in time or materials
 4. Improvement in office procedures, forms or methods
 5. Improvement in safety by eliminating accidents or hazards
 6. Improvement in program effectiveness or quality
- B. Improved productivity - changes in procedures that result in greater employee efficiency or effectiveness.
- C. Improved health/safety - changes in procedures that result in a betterment of the work environment or elimination of a health/safety hazard.
- D. Operating savings - reduced expenditures for providing services while maintaining or increasing service levels.

- E. Program enhancements- ideas that improve the quality, effectiveness or positive impact of a program.

III. RESPONSIBILITIES

- A. Each department director and office director shall encourage employees to participate in the Employee Innovations Program (E.I.P.).
- B. The EIP Administrator will promote and administer the program and shall:
 - 1. Send suggestions to the appropriate department/office for technical analysis and review.
 - 2. Review the technical analysis for merit including the forwarding of questionable issues to the appropriate party for additional review.
 - 3. Make a recommendation to the County Manager concerning eligibility and awards.
 - 4. Partner with all departments to review, evaluate and process submittals.
 - 5. Publicize employee innovations throughout the organization.

IV. ELIGIBILITY

- A. All suggestions shall be written and be signed by the submitting employee(s).
- B. Suggestions which are not eligible for consideration include personal grievances; classification and pay of positions; negotiated labor contracts; matters previously recommended for study or review; matters which are the result of assigned or contracted audits, studies, surveys, reviews or research; duplication in substance of prior suggestions received within the last 3 years; suggestions which relate directly to the employee's performance of his or her assigned duties and responsibilities and which the employee has authority to implement without authorization of the employee's supervisors; and/or suggestions which relate to the routine computerization of manual processes.
 - 1. The following types of ideas would not be considered through the EIP:
 - a. services and benefits to employees, such as vending machines, lounge services, restroom and parking facilities, hours of work, leave time and salaries
 - b. the routine work of taking care of buildings, grounds and parking lots, such as repairing, cleaning, painting and adjusting; and
 - c. normal or routine safety practices, such as normal protective devices, removal of obstructions or installation of warning or traffic devices
- C. All County employees employed by the Board of County Commissioners and directed by the County Manager shall be eligible for the Employee Innovations Program with exception of all department and office directors and exempt staff of the County Manager's office. Supervisory and managerial personnel shall be eligible to make recommendations and receive awards for suggested improvements to functions in which they do not have authority to implement

changes. The County Manager shall determine eligibility of supervisors or in cases where a conflict of interest may apply.

- D. The County Manager shall be the final determiner of eligibility.
- E. Under special circumstances the E.I.P. Administrator may recommend an award for suggestions which do not meet the eligibility criteria as outlined in this procedure, but which merit such recognition and reward.
- F. The E.I.P. Administrator shall review suggestions and make recommendations to the County Manager regarding employee awards.
- G. All potential savings must be validated and documented.
- H. The E.I.P. Administrator shall recommend the amount of the employee's award to the County Manager. Guidelines for awards shall be fixed and published and shall not exceed 25% of net potential first year savings up to a maximum of \$5,000. Exceptions to published guidelines will be considered on a case-by-case basis. Factors that shall be considered in determining the award amount shall include but not be limited to the following:
 - 1. nature of the idea
 - 2. originality
 - 3. effectiveness
 - 4. creativity
 - 5. effort involved
 - 6. importance of the operation effected; and
 - 7. resultant savings

V. MODIFICATION OF IDEAS

If an employee's suggestion is modified and adopted in a different form, the employee shall be eligible for an award if the employee's suggestion was directly responsible for management's taking action.

VI. DUPLICATE SUGGESTIONS

If duplicate suggestions are received by the E.I.P. Administrator, the one bearing the earliest date of receipt shall be eligible for consideration and all others shall be ineligible.

VII. GROUP SUGGESTIONS

The amount of an award for a suggestion made by a group of employees shall be determined on the same basis as if the suggestion had been submitted by one employee, and the amount awarded shall be divided equally among the employees making the suggestion.

VIII. REVIEW OF SUGGESTION DECISIONS

If a suggestion is deemed ineligible by the E.I.P. Administrator or any disputes or questions arise which cannot be resolved by the Administrator, the employee making the suggestion may request reconsideration by the County Manager.

IX. TIME LIMIT ON AWARDS CONSIDERATION


An employee's rights to an award shall be based on whether the employee is employed with the County at the time the suggestion is adopted.

X. PAYMENT OF AWARDS

- A. Awards for suggestions which result in tangible net savings shall be granted to an employee based upon the creativity of the innovation, if it is focused on improving the service provided to our customers, and any other factors which may be relevant to the idea when recommending an award, and based on the guidelines of 25% of net potential savings, not to exceed \$5,000, provided such suggestions are adopted. In extraordinary circumstances, additional amounts may be awarded.
- B. Awards of up to \$100 or special recognition may be made for improved efficiency, effectiveness, health/safety suggestions, and/or program enhancements for which no monetary savings can be readily ascertained. In some instances, employee suggestions submitted under this program that do not qualify as innovating may receive special recognition, in lieu of any monetary award.
 - 1. Special recognition may include: "Bright Idea Award" through the Excellence in Action Program, signed certificate by County Manager, with a copy in personnel file, and recognition in the County's newsletter.
- C. Awards will consist of a two-part payment system. Half of the employee's award will be paid upon the approval by the Board of County Commissioners. The remainder will be awarded twelve months after the implementation of the suggestion and staff's analysis of the actual savings realized. This two-part payment system will account for fiscal responsibility on behalf of the County in paying for actual savings versus potential savings.
- D. Payment of awards will be approved by the Board of County Commissioners.
- E. The acceptance of a cash award for any suggestion adopted through the E.I.P. shall constitute an agreement by the employee that all claims, immediate and future, on Brevard County, regardless of the use, shall be waived.

XI. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Administrative Order is reserved for the County Manager.

 9/7/12

Howard N. Tipton
County Manager
Brevard County, Florida