



EMPLOYEE SUGGESTION AWARD PROGRAM

ADDITIONAL INFORMATION

Points to consider before submitting suggestions

- Are you a full-time, part-time, hourly, or retired state government employee?
- Will your idea improve operations, services, procedures, employee morale, or save money for the state?
- Is it a positive, constructive concept for improvement?
- Will your idea promote safety, health, security, or productivity?
- What are the necessary steps for your idea?
- What is the best way to implement your suggestion?
- Do you need assistance from your supervisor in preparing your suggestion?
- You may only submit one suggestion per form; however you may submit multiple suggestions.
- Suggestions must be on a suggestion form to be evaluated.
- Suggestions with more than one suggestor must have a group suggestion form submitted with their suggestion form.

Eligibility

- Must be a full-time, part-time, hourly, or retired state government employee.
- You cannot have the authority or responsibility to make a change regarding your suggestion.
- To be eligible for a cash award, you cannot be an employee falling into the following categories:
 - Elected and appointed officials
 - Governor's staff
 - Commissioners and their assistants
 - Deputy and Assistant Commissioners
 - Directors/division chiefs and their assistants
 - Major fiscal and administrative policy departmental staff
- For suggestions to be deemed eligible, they will be evaluated by the criteria from [Section 3, Article B](#) of the [Employee Suggestion Award Program Operating Procedures](#).

Process

1. Suggestion is received by Agency Coordinator
2. If eligible, suggestion is routed to Agency Evaluator for evaluation.
3. Once evaluated, the Agency Review Team decides on the implementation of the suggestion.
4. If implemented by the agency, the suggestion is routed to the Employee Suggestion Award Board for a final decision on the suggestion.