

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

Functional Area: Support Services/Personnel	Reference Number: IVO21-0003	Revises Previous Effective Date: NEW
Subject: Employees' Suggestion Program		
Authority: Donald/Owens	Effective Date: 5/01/05	Page 1 of 5

I. POLICY:

Employees are encouraged to make suggestions and/or submit ideas that will improve methods, procedures, morale; reduce cost, waste, errors; eliminate duplication; or save lives, time or money in State government.

II. APPLICABILITY:

All employees of the Georgia Department of Corrections (GDC).

III. RELATED DIRECTIVES:

- A. O.C.G.A. § 45-21
- B. State Personnel Board Rule 23, Employees Suggestion Program

IV. DEFINITIONS:

None

V. ATTACHMENTS:

Attachment 1 - GDC Suggestion/Idea Form

VI. PROCEDURE:

- A. GDC Suggestion Program - If preferred (and **instead** of the GMS Employees' Suggestion Program), employees may submit any idea or suggestion to the GDC Suggestion Coordinator, GroupWise address: **Suggestion Program**. There is no award for any suggestion adopted under this program.

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1. Suggestions may be mailed to Central Personnel Administration or submitted electronically on a GDC Suggestion/Idea Form (Attachment 1). This form may also be obtained from the GDC Intranet/Captiva:

Executive Operations \ Personnel
**\ Suggestion Program **
GDC Suggestion/Idea Form

2. Verbal suggestions or those on the GMS form will not be processed. Suggestions may be submitted individually or by a group of employees and they can be submitted (mailed) anonymously.
3. Suggestions must be thoroughly researched, clearly and concisely identify a specific situation or problem, recommend a detailed solution and indicate the expected benefit to the GDC.
4. The GDC Suggestion Coordinator will review all submissions. **Incomplete forms will be returned to the sender with no action taken.**
5. Divisions and/or offices within the GDC that may be affected will be asked to evaluate the suggestion and provide recommendations.
6. An employee(s) may be notified if a suggestion is adopted. No response can be issued if suggestion was submitted anonymously.
7. Decision to adopt or not to adopt a suggestion is a management prerogative and is not grievable.

B. Georgia Merit System (GMS) Suggestions:

1. Submission
 - a. Employees wishing to submit a suggestion must complete the Georgia Merit System (GMS) Employees' Suggestion Program form. **Verbal suggestions will not be processed.** This form may be requested from the GMS or accessed at the GMS Internet web site:

<http://www.gms.state.ga.us/employee/ESP>

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- b. Suggestions must clearly and concisely identify a specific situation or problem, recommend a detailed solution and indicate the expected benefit to State government or a specific State agency.
 - c. Suggestions may be submitted by an individual or by a group of employees. A group suggestion must be signed by all members of the group. If a group suggestion is adopted, the award will be prorated evenly among the group members.
 - d. Completed suggestion forms are to be submitted to the Suggestion Program Coordinator at the GMS. Do not submit to the GDC Coordinator. Both hard copy and electronic transmissions are acceptable.
 - e. When duplicate suggestions are received, the suggestion bearing the earliest date of receipt, will be eligible for consideration. If duplicate suggestions are received on the same date, both will be considered eligible, and, if adopted, a split award on a percentage basis determined by the State Personnel Board will be paid.
2. Suggestions relating to the following areas are not eligible for consideration:
- a. Suggestions that directly relate to an employee's assigned duties or responsibilities unless the suggestions are considered above and beyond the scope of the employee's job;
 - b. Personal grievances;
 - c. Classification and pay of positions;
 - d. Matters recommended for study, review or summary;
 - e. Matters that are a result of assigned or contracted audits, studies, surveys, reviews or research;
 - f. Matters requiring the enactment of legislation by the General Assembly; and

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g. Suggested changes or additions to the rules of the Employees' Suggestion Program.

3. Review of Suggestions:

- a. The GMS Suggestion Program Coordinator will review suggestions to determine if they are eligible for consideration. Employees will be notified by the GMS if a suggestion is not eligible for consideration.
- b. The GMS Suggestion Program Coordinator will forward eligible suggestions to the GDC Agency Coordinator (or any other affected agency) for review.
- c. Divisions and Offices within GDC that may be affected may be asked to review the suggestion and provide recommendations to the Agency Coordinator.
- d. The GDC Agency Coordinator will forward reports of findings and recommendations for adoption or non-adoption to the GMS Suggestion Program Coordinator for review by the State Personnel Board.
- e. The State Personnel Board will make the final decision on employee suggestions and awards.
- f. Employees will be notified of the decision to adopt or not to adopt suggestions.
- g. If a suggestion is not adopted, the employee may make a written request to the GMS Suggestion Program Coordinator that the suggestion be re-evaluated by the head of the agency that would be affected by the suggestion.
- h. Employees remain eligible for awards for suggestions that are re-evaluated and implemented within one calendar year from the date of the original notice that the suggestion(s) would not be adopted.

4. Awards (GMS Employees' Suggestion Program only):

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- a. Cash awards for suggestions resulting in direct measurable cash savings or cost avoidance will be paid in an amount equal to 10% of the first year's estimated net material and labor savings. Cash awards shall be for not less than \$10 and not more than the maximum amount of \$5,000.
 - b. Cash awards will be paid by the agency adopting the suggestion and shall be made within the fiscal year the suggestion or idea is authorized for payment.
 - c. Cash awards for intangible savings (actual cost savings) are based on the estimated savings during the first year of implementation.
 - d. Cash awards for intangible savings (e.g., improved safety, working conditions, revision of forms, improved morale, etc.) will be determined based on criteria described by State Personnel Board Rule 23 and cannot exceed \$100.
 - e. A certificate of commendation may be given when it is determined that savings do not warrant a cash award.
 - f. Employees may be entitled to awards if their suggestions are adopted in a modified form. The State Personnel Board will determine whether the suggestions are adopted in a modified form.
5. The State has the right to use a suggestion in any form or manner it deems appropriate without making any payment, including royalties, other than an award determined by the State Personnel Board.

VII. RECORD RETENTION:

Attachment 1 - GDC Suggestion/Idea Form

Retain for one year following review/closure.