

Sept 3, 1991-785

ADMINISTRATIVE ORDER 91-10
OF THE
JEFFERSON COUNTY COMMISSION

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy regarding the implementation of an employee suggestion and award program.

1. Policy

With an increasing awareness of limited revenue sources and increasing costs, the Jefferson County Commission recognizes that substantial cost savings and revenue increases may be readily apparent to employees of the County. It shall be the policy of the Jefferson County Commission to encourage the submission of suggestions, and further, to reward employees for meritorious ideas.

2. Awards

When the implementation of a suggestion results in monetary savings or other benefits to the County, the suggestor may be rewarded for his/her idea(s). Rewards for adopted suggestions may include: certificate(s) of commendation; a cash award equal to ten percent (10%) of the first year's estimated savings or revenue increase, not to exceed One Thousand Dollars (\$1,000.00); or, in the case of an identification of extraordinary savings/revenue increase(s)-an award as deemed appropriate by the Jefferson County Commission. All awards shall be subject to the rules and conditions outlined herein.

3. Employee Eligibility

- A. All employees of the Jefferson County Commission are eligible for participation in this program.
- B. Awards Program Board members are eligible for participation in the program, but may not vote on, or make recommendations, regarding their suggestion.

4. Eligibility of Suggestions

- A. A suggestion must concisely identify a problem or area in which productivity or efficiency can be improved and the suggestion must recommend a solution to the problem or inefficiency.

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JEFFERSON COUNTY COMMISSION
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- B. Suggestions pertaining to the following will not be eligible:
- i. Opinions or suggestions which do not offer a specific solution or procedure for implementing the suggestion.
 - ii. Improving or correcting conditions which exist only because established policy and procedures are not being followed.
 - iii. Duplication of a suggestion previously submitted.
 - iv. Eliminating, lowering, or raising fees or taxes levied by the County.
 - v. Matters which are considered to be part of the normal job responsibilities of the employee.
 - vi. Matters which are the result of assigned or contracted audits, studies, surveys, reviews, or research.
 - vii. Ideas already under consideration by the department.
 - viii. Suggestions submitted by an employee whose primary duties concern development or evaluation of the cost saving ideas to which the suggestion pertains.
 - ix. New procedures are not open for Suggestion for the first six (6) months.
 - x. Personal grievances.

5. Awards Program Board

A. The awards program shall be administered by a Board composed of the following:

- i. Department Head selected by President of County Commission. (Director of Risk Management)
- ii. Department Head selected by Commissioner of Environmental Services.
- iii. Department Head selected by Commissioner of Health and Human Services.
- iv. Department Head selected by Commission of Community and Economic Development.

- i. Department Head selected by Commissioner of Roads and Transportation.
- ii. President of the Jefferson County Employees Association, or his/her representative, will serve as an ex-officio member With DO voting privilege.

B. The Board shall:

- i. Have the Director, Risk Management, as Chairman/Secretary.
- ii. Keep permanent and accurate records of its proceedings.
- iii. Be governed by the rules outlined in this Administrative Order.
- iv. Approve award recommendations by a majority vote with at least three (3) regular members or their designee's in attendance.

6. Evaluation Procedure

- A. Employee completes suggestion form. Suggestion forms will be available in the Risk Management Department and in various department locations throughout the County.
- B. Suggestion form is mailed or delivered to the Risk Management Department. Suggestion forms can be mailed through the County inter-office mail system or at the employee's option and expense through the U.S. Hall to: Jefferson County Risk Management Department, Room 114, County Courthouse, Birmingham, Alabama 35263.
- C. Suggestion form is date and time stamped as to when it was received. In the event that more than one (1) suggestion is received that pertains to the same subject/operation, the one with the earliest date and time of receipt will be eligible for consideration. Suggestions shall be proprietary to the original suggestor for a period of eighteen (18) mouths providing the suggestor is still employed by the County.
- D. The Risk Management Department will return a date/time, stamped/numbered copy of the suggestion to the employee.
- E. The Risk Management Department will assign a control number to the suggestion and remove information that may identify the suggestor.

- F. The Director of Risk Management will review the suggestion for completeness and forward it to the County Commissioner(s) (or his/her designee) that controls the subject operation(s), keeping a file copy for follow-up.
- G. The Commissioner (or his/her designee) shall forward the suggestion to the appropriate Department Head(s) for evaluation. The Department Head shall evaluate the suggestion, complete the evaluation form and return it to the Risk Management Department. This step should be completed within thirty (30) days of receipt by the Commissioner or his/her designee.
- H. The evaluation will be reviewed by the Chairman of the Awards Program Board for completeness.
- I. If the evaluation is substantially complete, the evaluation will be forwarded to the Finance Department for evaluation and verification of savings.
- J. The Awards Program Board will meet monthly to review suggestions, vote on, and make, award recommendations to the County Commission.
- K. The Chairman of the awards Program Board will prepare an award recommendation and present it to the County Commission for Approval.
- L. The County Commission will either confirm or deny the award with their decision being final and controlling.
- M. Monies to pay monetary awards will be transferred from the appropriate department's budgetary expenditure object to which the cost savings was applied.
- N. In the case that an extraordinary savings/revenue increase (generally over \$200,000) is identified through this program, the County Commission shall have the authority to determine an appropriate award for the suggestor.
- O. In order to ensure that solutions and savings remain in effect, the Awards Program Chairman will follow-up suggestion each six (6) months for an eighteen (18) months period.

7. Review of Non-Adopted Suggestion

- A. When an employee's suggestion is not adopted, he/she has the right to request that the Employee Suggestion Awards Board review the evaluation.

- B. Appeals must state the basis for requesting further consideration and must be submitted within fifteen (15) days from the date of being notified that a suggestion has not been adopted.
- C. If the Board determines that the suggestion has merit and should be re-evaluated, the suggestion shall be sent to the appropriate Department Head for reconsideration. The Department Head's decision will be taken into full consideration by the Board prior to the Board making the final decision.
- D. The Board's decision regarding appeals shall be final and controlling.

8. Modification of Ideas

An individual is entitled to an award even though his suggestion is adopted in a modified form.

9. Determination of Awards - Tangible Savings

- A. Tangible savings are those savings generated that can actually be measured in "before and after" suggestion costs.
- B. The maximum cash award will be limited to ten percent (10%) of the first year's estimated savings or One Thousand Dollars (\$1,000), whichever is less.
- C. Awards for tangible savings will only be paid when bona fide tangible savings estimates can be identified. Awards judged to have elements of tangible and intangible savings will be considered as either a tangible or intangible savings award at the sole discretion of the Awards Program Board. No suggestion will be evaluated or awarded based on both intangible and tangible savings.

10. Determination of Awards - Intangible Savings

- A. Intangible savings are savings that cannot be actually measured in "before and after" suggestion costs. These suggestions typically involve Improvements in working conditions, changes in procedures, revision of forms, improvement in employee morale, or the improvement of employee health and safety.
- B. In determining the value of a suggestion (except safety and health), the Awards Program Board will consider the following and assign points as follows:
 - i. Degree or nature of benefits.
 - a. Minor improvement in methods, forms, facilities, equipment, etc. (5 points)
 - b. Moderate improvement in methods, forms, facilities, equipment, etc. (10 points)

- c. Marked improvements in methods, forms, facilities, equipment, etc. (15 points)
 - d. Improved employee relations, working conditions, service to the public, or public attitude. (20 points)
 - ii. Extent or application:
 - a. Single operation or facility. (5 points)
 - b. Several operations or facilities or a limited number
 - c. A majority of the facilities or all employees of at least one department. (15 points)
 - iii. Ingenuity of the idea:
 - a. Unimaginative. (5 points)
 - b. Average. (10 points)
 - c. Very resourceful and clever. (25 points)
 - iv. Cost of adoption:
 - a. Large. (0 points)
 - b. Moderate. (5 points)
 - c. Small or none. (10 points)
 - v. Effort involved:
 - a. No research involved. (0 points)
 - b. Average substantiation. (5 points)
 - c. Considerable personal research. (10 points)
 - vi. Completeness of proposal:
 - a. Not completely or clearly presented or required considerable clarification. (5 points)
 - b. Basic facts sound, needed refining. (10 points)
 - c. Facts clearly presented, little further effort to put idea into effect. (15 points)

C. The points derived through application of the criteria will be used, along with the following, in determining the award:

<u>Points</u>	<u>Awards</u>
0- 25	None
26- 40	Certificate
41- 60	Not to Exceed \$40.00
61- 80	Not to Exceed 475.00
81-100	Not to Exceed \$100.00

- D. In determining the value of a safety and health suggestion, the following criteria will be used and points will be assigned as follows:
- i. Degree of hazard: (Includes defects or lack of safeguard which ordinarily might have resulted in accidents causing injuries to employees or the public.)
 - a. Minor, non-disabling injuries and/or alight property damage. (10 points)
 - b. Major, disabling injuries and/or heavy property damage. (10 points)
 - c. Extreme, fatal, or permanent injury and/or extensive property damage. (25 points)
 - ii. Probability before improvement:
 - a. Slight exposure with possible occurrence of an accident. (10 points)
 - b. Appreciable exposure with likely occurrence of an accident. (15 points)
 - c. Considerable exposure with probable occurrence of an accident. (20 points)
 - iii. Extent of application:
 - a. One office or area of operation. (10 points)
 - b. Several locations. (15 points)
 - c. Department-wide or County-wide. (25 points)
- E. The points derived through application of the above criteria will be used along with the following in determining the award:

<u>Points</u>	<u>Awards</u>
0- 40	None
41- 45	Not to Exceed \$50.00
46- 60	Not to Exceed \$100.00
61- 80	Not to Exceed \$200.00
81-100	Not to Exceed \$400.00

11. Group Suggestions

Group suggestions will be determined on the same basis as if the suggestion has been submitted by one employee and the award will be divided equally among the employees in the group.

12. Deceased Employee

In the case of a deceased employee, the award will be paid to the employee's heirs or estate.

13. Terminated Employee

In the event that a suggestion is implemented and the suggestor is no longer employed by Jefferson County, an award will not be paid to the suggestor.

14. Payments of Awards

- A. When an award recommendation is made to the County Commission, the employee submitting the suggestion will receive a copy of that recommendation.
- B. Once the Commission approves a suggestion, the Finance Department will take the necessary steps to ensure that payment is issued to the suggestor.
- C. The suggestor(s) of ideas that are approved for awards by the County Commission shall be recognized at an awards ceremony to be conducted quarterly at a regular Commission meeting.
- D. Suggestions denied by the Commission shall be complete and final with no appeal process available.

15. Suggestion of-the-Year

- A. The Awards Program Board shall, at the end of each calendar year, nominate and recommend a single suggestion as the "Suggestion of the Year" and two runners-up.
- B. The Commission shall select a single suggestion from those three nominees and that selected suggestor shall be eligible for an additional award bonus of fifty percent (50%) of the original award amount, not to exceed \$500,000.

16. Disclaimer of Rights

Suggestions that have been adopted become the property of Jefferson County and the suggestor may make no claim against the County for profits, earnings, savings, licensing revenue, and/or any other benefits (tangible or intangible) that the County may derive from said suggestion.

17. Taxes on-Award Payment

The suggestor(s) shall be responsible for the payment of appropriate taxes on award.

JEFFERSON COUNTY, ALABAMA
DEPARTMENT HEAD REVIEW OF EMPLOYEE SUGGESTION

CONTROL No. _____

Please describe the applicability of this suggestion to your department: _____

Please describe the benefits of this suggestion to your department and/or the County, assessing its effect on department procedures, policies, operations, etc.

Please describe the drawbacks of this suggestion: _____

What effect, if any, would the suggestion have on productivity? _____

Estimated work hours saved per year: _____

Please describe costs associated with implementing the suggestion: _____

Initial Implementation Cost \$ _____ Estimated Annual Cost \$ _____

Please describe cost savings or net increased revenue associated with the implementation of this suggestion: _____

Estimate annual cost savings/revenue increase \$ _____

Recommendation for: Approval _____ Denial _____

Justification for Recommendation _____

(Signature of Department Head)

(Date Signed)

Department: _____

JEFFERSON COUNTY, ALABAMA
EMPLOYEE AWARDS PROGRAM
SUGGESTION FORM

NAME: _____

DEPARTMENT: _____ POSITION TITLE: _____

WORK LOCATION/ADDRESS: _____

HOME ADDRESS: _____

OFFICE USE ONLY
CONTROL NO: _____

CONTROL NO. _____

MAIL CORRESPONDENCE TO _____ HOME _____ OFFICE

(Please Check One)

CONTROL NO. _____

SUGGESTION

A. The present situation: _____

B: My Solution/Suggestion: _____

C. The Benefits/Savings: (Use Additional Sheets if Necessary) _____

All suggestions submitted in accordance with this program become the property of Jefferson County, and any employee receiving an award shall forfeit all rights, pecuniary or otherwise, in connection with a suggestion under this program.

(Suggestor's Signature)

(Date Signed)

JEFFERSON COUNTY, ALABAMA
DEPARTMENT HEAD REVIEW OF EMPLOYEE SUGGESTION

CONTROL NO. _____

Please describe the applicability of this suggestion to your department: _____

Please describe the benefits of this suggestion to your department and/or the County, assessing its effect on department procedures, policies, operations, etc.

Please describe the drawbacks of this suggestion: _____

What effect, if any, would the suggestion have on productivity? _____

Estimated work hours saved per year: _____

Please describe costs associated with implementing the suggestion: _____

Initial Implementation Cost \$ _____ Estimated Annual Cost \$ _____

Please describe cost savings or net increased revenue associated with the implementation of this suggestion: _____

Estimate annual cost Savings/revenue Increase \$ _____

Recommendation for: Approval _____ Denial _____

Justification for Recommendation _____

(Signature of Department Head) (Date Signed)

Department: _____

Nov. 5-1991-1060
RESOLUTION

Be it resolved by the Jefferson County Commission as follows:

ADMINISTRATIVE ORDER 91-11 OF THE
JEFFERSON COUNTY COMMISSION

Recorded at Minute Book 4, Page 109 is hereby amended by adding the following to paragraph (2) PARKING CHARGE - EXEMPTION:

5. Jurors, during the period of their service. (Special procedure implemented by Director, General Services.)

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 11-5-91
MINUTE BOOK: 97
PAGE(S): 110