

Title 383 WAC

PRODUCTIVITY BOARD

Chapters

383-06 Guidelines for the productivity board programs.

Chapter 383-06 WAC

GUIDELINES FOR THE PRODUCTIVITY BOARD PROGRAMS

WAC

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WAC 383-06-010 Purpose. The purpose of this chapter is to provide guidelines for two incentive programs developed and administered by the productivity board under the authority of chapter 41.60 RCW. WAC 383-06-020 through 383-06-140 refer to the employee suggestion program. Rules for the incentive pay program begin with WAC 383-06-150. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-010, filed 7/20/83.]

WAC 383-06-020 Definitions. As used in these rules, unless the context requires otherwise:

- (1) "Board" means the productivity board.
- (2) "Program" means the employee suggestion program developed by the board under RCW 41.60.020.
- (3) "The act" referred to in these rules is chapter 41.60 RCW.
- (4) "Employee" is any person subject to chapter 41.06 or 28B.16 RCW.
- (5) "Suggestion" is a unique, useful or workable, constructive proposal offering a specific change or form of improvement which contributes to state efficiency, service, safety, economy or employee well-being.
- (6) "Agency" includes every subdivision of government which is eligible to participate under chapter 41.60 RCW.
- (7) "Multi-agency suggestion" meets the criteria for a suggestion, as defined in WAC 383-06-100, and in addition has one or more of the following characteristics:

(a) Requires cooperative evaluation or action by two or more agencies.

(b) Anticipates potential joint savings for two or more agencies in excess of fifty thousand dollars annually.

(c) Requires statutory support for implementation.

(8) "Award" monetary or noncash recognition. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-020, filed 7/20/83.]

WAC 383-06-030 Functions of the board. (1) The board shall meet upon the call of the chairman or a majority of the board at least four times per year. Four voting members shall constitute a quorum. Ex officio members may not vote.

(2) The responsibilities of the board shall include:

(a) Making the final determination as to whether or not an award should be made and the nature and extent of any award or recognition given.

(b) Adopting rules and regulations necessary for the administration of the act.

(c) Establishing policies under which the program shall be promoted and administered, including criteria for suggestion acceptability for evaluation and the granting of awards.

(d) Hearing of appeals pursuant to WAC 383-06-140.

(e) Evaluate multi-agency suggestions pursuant to WAC 383-06-070. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-030, filed 7/20/83.]

WAC 383-06-040 Duties of the program administrator. The program administrator shall be responsible and accountable to the board for the promotion and the administrative work of the program, and shall:

(1) Attend all meetings of the board, act as its executive secretary, record its official actions, and maintain minutes of its proceedings.

(2) Propose rules and regulations appropriate for the administration of the program.

(3) Direct the activity of subordinate staff.

(4) Report to agencies about adopting suggestions, indicating those requiring a post audit.

(5) Establish and maintain records showing the use and effectiveness of the system, including the participation rate and results of involved agencies.

(6) Interact with agency coordinators regarding program promotion and participation.

(7) Perform other duties as required by the board. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-040, filed 7/20/83.]

WAC 383-06-050 Appointment and responsibilities of agency coordinators. Each state agency head shall

appoint one or more coordinator(s) who shall function as agency liaison with the board and shall be responsible to:

- (1) Promote the program among agency employees.
- (2) Distribute suggestion forms in their agency.
- (3) Effect timely review and evaluation of all suggestions referred by the secretary.
- (4) Document all agency evaluations, and, for those suggestions adopted:
 - (a) Maintain records of the first-year fiscal impact of adopted suggestions on agency operation.
 - (b) Monitor adopted suggestions and implementation by the agency.
 - (c) Notify the productivity board and the employee(s) who made the suggestion within thirty calendar days after its implementation.
- (5) Represent the agency in liaison with other agencies on suggestions of mutual interest. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-050, filed 7/20/83.]

WAC 383-06-060 Responsibilities of agency evaluators. (1) Evaluators designated by the agency to review a particular suggestion shall have a clear understanding of what is being suggested and how it could conceivably be used by the agency.

- (2) These evaluators shall determine the benefits of the suggestion which may include, but are not limited to:
 - (a) Savings in time, money, materials;
 - (b) Improved service or product;
 - (c) Eliminated waste or duplication.
- (3) Evaluators shall also consider:
 - (a) Cost effectiveness;
 - (b) Scope of application;
 - (c) Practicality of implementation.
- (4) Upon the evaluators' review the suggestion which shall be conducted in a timely manner:
 - (a) They shall recommend adoption, partial adoption, or rejection.
 - (b) Evaluated suggestions and agency recommendations shall be returned to the evaluators' own agency coordinator within thirty days. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-060, filed 7/20/83.]

WAC 383-06-070 Procedures for processing multi-agency suggestions. The program administrator will nominate to the board any suggestion which meets the criteria enumerated in WAC 383-06-020(7), following processing according to procedures developed in accordance to WAC 383-06-100. If the board approves nomination, it will coordinate administration of the suggestion through the multi-agency evaluation processing. Such coordination may entail:

- (1) Obtaining all pertinent information concerning the merits of the suggestion.
- (2) Making formal report to the office of the governor describing the suggestion, its possible advantages and disadvantages, potential benefits, savings or enhancements to safety, and necessary administrative and legislative action required for implementation. [Statutory

Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-070, filed 7/20/83.]

WAC 383-06-080 Eligibility for participation/recognition. (1) Classified employees of merit system and higher education system agencies under chapters 41.06 and 28B.16 RCW may submit suggestions concerning areas outside their normal line of duty.

(2) Employees whose normal duties involve research and planning may participate but may not receive cash awards unless the subject matter is unrelated to their routine work assignment.

(3) Employees with the authority to make the change suggested may not receive an award.

(4) Exempt employees, productivity board members and staff, and the program administrator may not participate.

(5) If a suggestion is adopted for implementation, an employee is eligible to receive an award in accordance with WAC 383-06-110. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-080, filed 7/20/83.]

WAC 383-06-090 Suggestion format. (1) Suggestions shall be submitted in a legible manner on the special forms made available by agency coordinators or from the productivity board office.

(2) Suggestions shall be submitted to the program administrator at the address indicated on the form, including:

(a) A specific statement of what is suggested and how it can be accomplished;

(b) A brief statement describing the present methods, practices or problem;

(c) A statement of the savings, improved services, or benefits which will accrue from adoption of the suggestion.

(3) Suggestions must also include the suggester's signature, title of position, department and division, mailing address and social security number. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-090, filed 7/20/83.]

WAC 383-06-100 Suggestion acceptability. (1) Suggestions considered acceptable are those which improve the efficiency and/or the effectiveness of state government. This may include, but is not limited to:

(a) Savings in time or money;

(b) Elimination of waste or duplication;

(c) Improved service or product;

(d) Energy conservation;

(e) Improved working conditions.

Suggestions must be outside the normal job requirements of the person submitting the suggestion.

(2) In the case of suggestions identical or similar to others received before it, the suggestion officially received by the program administrator first shall receive consideration.

(3) The board retains the right to disqualify suggestions when a remedy exists through other established administrative procedures, each such as:

(a) The need for routine maintenance of buildings or grounds;

(b) Personalized complaint affecting suggester only;

(c) Recommendation for a study, review, survey, design, audit, research, development, investigation, etc., without stating what the expected outcome should be or what solution might result from it;

(d) Proposing items in state stock be issued and used for their intended purpose;

(e) Changing in salary, position or classification;

(f) Enforcement of laws, policies, procedures, regulations, rules, etc. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-100, filed 7/20/83.]

WAC 383-06-110 Noneligibility for cash awards.

Qualified employees are eligible for awards for adopted suggestions, except that awards shall not be made for:

(1) Suggestions which represent a part of the normal duties or over which the suggester has the authority to make the change.

(2) Suggestions by employees whose normal duties are research or planning unless the subject matter is unrelated to normal work assignments.

(3) Suggestions submitted more than sixty days after the idea is fully and completely implemented. Implementation means the time the idea becomes operational, except when the decision of the agency to adopt the suggestion is withheld until the close of a trial period. The board may in its discretion, in this instance, provide for a certificate of award or a partial award.

(4) Suggestions wherein the suggester, either directly or indirectly, has a proprietary interest in the suggestion. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-110, filed 7/20/83.]

WAC 383-06-120 Amount of awards. No cash awards shall be for less than twenty-five dollars or for more than the maximum amount permitted by RCW 41.60.041.

(1) Awards for suggestions which will result in demonstrable savings of money shall be determined by the board after consideration of the savings to be effected.

(2) Suggestions which will result in intangible improvements, such as benefits in safety, health, welfare, morale, etc., may be granted cash awards in amounts to be determined by the board. The board shall set guidelines, insofar as possible, to make such awards commensurate with the benefits anticipated from the suggestion.

(3) The board reserves the right to schedule payment of any award.

(4) Cash awards shall be in addition to regular compensation and the acceptance of such cash awards shall constitute an agreement that the use by the state of Washington of the suggestion for which the award is made shall not form the basis for a further claim of any nature upon the state by the employee or the employees heirs or assignees.

(5) When a suggestion is submitted by more than one employee, the award shall be considered on the basis of

the suggestion only. Any resulting award will be shared by the cosuggesters listed on the suggestion form.

(6) Warrants for awards shall be drawn on the signature of the state treasurer after the award amount has been approved by a quorum of the board as provided in RCW 41.60.070. Vouchers shall be jointly signed by the agency director and the program administrator.

(7) Incentive awards may not be used for the purpose of computing a retirement allowance under any public retirement system of the state. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-120, filed 7/20/83.]

WAC 383-06-130 Recognition of merit. The board may issue recognition of merit in such form and manner as it determines. Any certificates of merit may be in addition to or in lieu of cash awards. Certificates shall be presented for, but shall not be limited to, the following:

(1) When it cannot be proved whether or not a suggestion caused the action taken.

(2) When the suggestion is submitted more than sixty days after the idea is fully and completely implemented.

(3) When the agency personnel deserve recognition as deemed appropriate and otherwise outside the realm of specific suggestions. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-130, filed 7/20/83.]

WAC 383-06-140 Appeals. (1) A suggester, or the suggester's representative, may, by written appeal, request that the board reconsider either a denial of award and/or the amount of an award. To be valid the appeal must be postmarked within thirty calendar days from when the suggester is notified of board action. Such appeal must demonstrate that the employee suggestion was instrumental in leading to actual implementation.

(2) An employee's right to a suggestion expires two years from date of board action. If a rejected suggestion is placed in effect during this two-year period, an employee may file an appeal based on the suggestion's implementation. Such appeal must be filed within sixty days of the date that the suggestion was placed into effect.

(3) The board reserves the right to rule on cases which involve extenuating circumstances. [Statutory Authority: Chapter 41.60 RCW. 83-15-063 (Order 831), § 383-06-140, filed 7/20/83.]