

Title 187 WAC

EMPLOYEE SUGGESTION AWARDS BOARD

Chapter

187-10 Practice and procedure.

Reviser's note: The Employee Suggestion Awards program is now administered by the Productivity Board, Title 383.

Chapter 187-10 WAC PRACTICE AND PROCEDURE

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

187-10-010	Definitions. [Order 75-1, § 187-10-010, filed 3/26/75; Order 1, § 187-10-010, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-020	Functions of the board. [Order 1, § 187-10-020, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-030	Duties of the secretary. [Order 1, § 187-10-030, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-040	Appointment of agency committees. [Order 1, § 187-10-040, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-060	Adoption of rules of board. [Order 1, § 187-10-060, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-070	Eligibility to participate. [Order 2, § 187-10-070, filed 2/11/70; Order 1, § 187-10-070, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-080	Submission of suggestions. [Order 1, § 187-10-080, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-090	Procedure for processing suggestions. [Order 75-1, § 187-10-090, filed 3/26/75; Order 1, § 187-10-090, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-100	Certificates of merit. [Order 1, § 187-10-100, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-110	Amount of awards. [Order 1, § 187-10-110, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-120	Identical or similar suggestions. [Order 1, § 187-10-120, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.
187-10-130	Co-suggestors. [Order 1, § 187-10-130, filed 12/8/69.] Repealed by Order 77-1, filed 5/9/77.

WAC 187-10-210 Definitions. As used in these rules, unless the context requires otherwise:

(1) "Board" means the employee suggestion awards board.

(2) "Program" means the program developed by the board under RCW 41.60.020(2).

(3) "Secretary" means the secretary of the employee suggestion program, who shall serve as executive secretary to the board.

(4) "The act" referred to in these rules is chapter 41-.60 RCW.

(5) "Employee" is any person employed by the state of Washington, and occupies an authorized budget position.

(6) "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.

(7) "Agency" means and includes every subdivision of the legislative, judicial and executive branches of government.

(8) "Multi-agency suggestion" meets the criteria for a suggestion, as defined in WAC 187-10-210(6), 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 \$50,000 annually.

(c) Requires statutory support for implementation.

[Order 76-1, § 187-10-210, filed 12/7/76.]

WAC 187-10-220 Functions of the board. (1) The board shall meet upon call of the chairman or a majority of the board at least four times per year. Three members shall constitute a quorum.

(2) The responsibilities of the board shall include:

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

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

(c) Hearing of appeals pursuant to WAC 187-10-310.

(d) Evaluate multi agency suggestions pursuant to WAC 187-10-320.

[Order 76-1, § 187-10-220, filed 12/7/76.]

WAC 187-10-230 Duties of the secretary. The secretary shall be responsible and accountable solely to the board for 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) Perform other duties as required by the board.

[Order 76-1, § 187-10-230, filed 12/7/76.]

WAC 187-10-240 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) Effect timely review and evaluation of all suggestions referred by the secretary.
- (3) Document all agency evaluations.
- (4) Maintain records of the first-year fiscal impact of adopted suggestions on agency operation.
- (5) Monitor adopted suggestions implemented by the agency.
- (6) Represent the agency in liaison with other agencies on suggestions of mutual interest.
- (7) Distribute suggestion forms in their agency.

[Order 76-1, § 187-10-240, filed 12/7/76.]

WAC 187-10-250 Memorabilia. For promotional purposes, the board may issue various memorabilia to evaluators, supervisors, agency heads, coordinators and employees as deemed appropriate and outside the realm of specific suggestions.

[Order 76-1, § 187-10-250, filed 12/7/76.]

WAC 187-10-260 Suggestion acceptability. (1) Suggestions shall be submitted in a legible manner on the special forms made available in each agency or from the employee suggestion awards board office.

(2) Suggestions shall be submitted to the secretary at the address indicated on the form.

(3) Suggestions shall include:

(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.

(4) Suggestions must also include the suggestor's signature, title of position, department and division, mailing address and social security number.

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

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

(b) Personalized complaint affecting suggestor 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.

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

(e) Changes in salary, position or classification.

(f) Enforcement of laws, policies, procedures, regulations, rules, etc.

(6) In the case of suggestions identical or similar to others received before it, the suggestion received first shall receive consideration.

[Order 76-1, § 187-10-260, filed 12/7/76.]

WAC 187-10-270 Eligibility for awards. All 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 suggestor 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 made by any member of the board, its staff, or the secretary.

(4) 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.

(5) Suggestions wherein the suggestor, either directly or indirectly, has a proprietary interest in the suggestion.

[Order 76-1, § 187-10-270, filed 12/7/76.]

WAC 187-10-280 Procedures for processing suggestions. The secretary shall propose policies for processing a suggestion which shall be consistent with the aim and intent of the act.

[Order 76-1, § 187-10-280, filed 12/7/76.]

WAC 187-10-290 Certificates of merit. The board may issue certificates of merit in such form and manner as they determine. Such certificates may be in addition to or in lieu of cash awards.

[Order 76-1, § 187-10-290, filed 12/7/76.]

WAC 187-10-300 Amount of awards. No cash awards shall be for less than twenty-five dollars or for more than the maximum amount of one-thousand dollars permitted by RCW 41.60.040.

(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 noncost-saving 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, insofar as possible, make such awards commensurate with the benefits anticipated from the suggestion.

(3) Normally, employees shall receive the full amount of their awards when the suggestion has been implemented. The board reserves the right to withhold part of an award pending implementation by the agency.

(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, his heirs, or his assignees.

(5) Where a suggestion is submitted by more than one employee, the award shall be considered on the basis of the suggestion only; and any resulting award will be shared by such cosuggestors.

(6) Warrants for awards shall be drawn on the signature of the secretary, and shall be consistent with the schedule adopted by the board.

[Order 76-1, § 187-10-300, filed 12/7/76.]

WAC 187-10-310 Appeals. (1) A suggestor, or the suggestor'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 30 calendar days from when the suggestor 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 60 days of the date that the suggestion was placed into effect.

[Order 76-1, § 187-10-310, filed 12/7/76.]

WAC 187-10-320 Procedures for processing multi-agency suggestions. The secretary will nominate to the board any suggestion which meets the criteria enumerated in WAC 187-10-210(8), following processing according to procedures developed in accordance to WAC 187-10-280. If the board approves nomination, they 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 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.

[Order 76-1, § 187-10-320, filed 12/7/76.]

WAC 187-10-500 Effective date. The above administrative rules of the employee suggestion awards board shall become effective 30 days after filing with the code reviser office.

[Order 76-1, § 187-10-500, filed 12/7/76; Order 1, § 187-10-500, filed 12/8/69.]