

Subject: Idea\$ Pay	Number: 6-8.1
	Date Issued: October 18, 1999 Date Revised: June 16, 2003
Responsible Department: City Manager	Approved:

Purpose

To provide a City-wide program that encourages, fosters and promotes the development, submittal and implementation of individual/team-based employee ideas that increase the City's efficiency, service to the public or make working conditions safer.

Policy

It is the policy of the City of Fresno to reward individual/team-based employees for actively engaging in the process of improving City government. Ideas are intrinsic to this policy, and serve as keys to innovation, accountability and creative competitive approaches.

Procedures

1. Idea\$ Pay Committee

The Idea\$ Pay program (\$P) is administered by a committee appointed by the City Manager. The \$P committee is composed of one representative from each department, with one representative serving as the \$P administrative coordinator for \$P program operations.

2. Definitions

The following definitions apply to the \$P program.

- a. **Idea\$:** An idea submitted for consideration must be written, concise, and must create significant cost savings, generate substantial new revenues, or result in a significant improvement in the quality of service or the working environment. The idea may be new and original, or may involve a new application of an old idea.
- b. **Eligibility:** Except for the City Manager and staff, council staff, department/division heads, and the \$P committee, all individual/team-based employees are eligible to participate. However, if an eligible employee(s) separates from City service in good standing between the time an idea is submitted for consideration and the presentation of a \$P award, the employee remains eligible for the award. In the event of the death of a separated employee(s), any cash award is paid to the beneficiary or estate.

The identity of the participant(s) is known only to the \$P administrative coordinator, and is not disclosed until after the final disposition of the submitted idea.

- c. **Criteria for Eligibility:** All constructive ideas are welcome, however, some are not considered eligible for consideration. Examples of ineligible ideas are:
- Ideas must not be in use prior to the date of submittal.
 - Ideas already under consideration by the City prior to the date an idea is submitted.
 - Ideas the \$P committee considers to be part of an employee's normal duties.
 - Ideas that are not economically or operationally feasible.

3. Submittal

Ideas must be in writing on the attached standard form, and submitted to the \$P administrative coordinator. Additional supporting documents may be attached. Ideas are to be written clearly and concisely. It is suggested that the idea be carefully thought through, and consideration given to costs, implementation, savings, benefits, and how the plan can be accomplished.

- a. The \$P administrative coordinator is to issue notification of receipt of an idea within seven business days of its receipt. The coordinator is to also issue notification to the participant(s) concerning final disposition of the submitted idea.
- b. The \$P committee will analyze the idea, obtain input from affected departments and technically qualified staff, and prepare a recommendation report to the City Manager. The \$P committee may request additional information on the idea, recommend to the City Manager that the idea be implemented, recommend the type and amount of award, or reject the idea and cite the basis for the rejection.
- c. If an idea is not initially approved, but is put into effect within a three-year period after the date submitted, and provided conditions at adoption remain unchanged after the idea was submitted, the employee(s) will receive the City Manager-approved award.

4. Awards

Monetary awards are given to eligible employees for ideas that are City Manager-approved and implemented within three years from the date of submittal. The amount of an award is recommended by the \$P committee and is based on the significant effect of the idea. The minimum award is \$100, the maximum \$3,000. The City Manager may approve an expansion of the maximum up to \$5,000. Eligible team-based participants are each, individually, to share the approved award amount (e.g., City Manager approves a \$400 award for an eligible team comprised of four employees, each employee would receive \$100).

Ideas resulting in indeterminate cost savings, new revenue, service improvements or improved working environment may be awarded according to the following scale:

- a. Certificate of \$P merit
- b. \$100
- c. \$200
- d. \$300
- e. \$400
- f. \$500

Idea\$ Pay monetary awards are defined as wages by the Internal Revenue Service Bureau, and is subject to withholding tax as with a regular pay check. However, such awards are not considered salary, wages, or earnings for the purposes of overtime, retirement, disability insurance, etc. This policy is appealable/grievable solely to the City Manager, whose recommendation is final.

**CITY OF FRESNO
 IDEA\$ PAY FORM**

Date Received: _____ **Ideas No.** _____

Problem Statement: (Please print or type) _____

Solution: _____

Savings/Benefits/Effect: _____

(Additional documents may be attached.)

Fill in Completely			
Name	Title	Phone No.	Department
(Do Not Write In This Space)		The use by the City of Fresno of my/our idea, stated above, shall not form the basis of a further claim of any nature upon the City by me/us, my/our heirs or assigns. (Idea will not be accepted if the form is unsigned.) Signature: _____ Date If team-based idea, all signatures are required:	
Date:			
	Processed for Analysis		
	Analysis Completed		
	Action by Committee		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Action by CAO			
Award Made			