

W. PRODUCTIVITY INNOVATION PROGRAM

GENERAL POLICY

It is the policy of Scott County to provide employees with the opportunity to participate in the operations of the County and to recognize those who contribute to the improvement of productivity of the County.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder including the elected office holder and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

OBJECTIVES

1. Productivity Innovation Proposal

Any regular, full-time, or part-time employee is eligible to submit a proposal. All department heads, elected officials, and their deputies will be considered ineligible. An eligible proposal may be either new and original, or may involve a new application of an old idea. A proposal may be eligible for an award if it contributes to the efficiency, economy or other improvement of County operations.

To qualify for a consideration, a proposal must outline a problem and recommend a solution. Eligible proposals may include, but are not limited to:

- a. Improving methods and procedures to increase efficiency;
- b. Saving time, labor, space, materials, or supplies;
- c. Improving tools and materials;
- d. Improving administrative or operations techniques and practices;
- e. Eliminating unnecessary procedures, records or forms;
- f. Eliminating bottlenecks, delays, or duplication;
- g. Improving service to the public;
- h. Improving safety, health, or working conditions.

2. Ineligible Proposals

The following types of proposals are not eligible for consideration for a proposal reward:

- a. A duplicate of another proposal already under study.
- b. A duplicate of another proposal which has been considered within the past twelve months.
- c. A proposal submitted by an active member of the Productivity Innovation Committee. (See 3)

The eligibility of unusual or borderline proposals will be determined by the Productivity Innovation Committee. A proposal is eligible for reconsideration twelve months from the date it was received.

3. Program Administration

The Productivity Innovation Program will be administered by a Productivity Innovation Committee. The Committee will consist of the County Administrator and four Scott County Department Heads. The four department heads will be rotated every year so that every 4 years a department will have served (there are sixteen department heads). The members of this Committee shall be ineligible to receive awards. The primary function of this committee is to determine if a proposal should receive an award.

The Office of the County Administrator will be responsible for the clerical administration of the Productivity Innovation Program. The duties of this office will be to provide the necessary supervision of Productivity Innovation Program within the framework of these guidelines:

- a. To receive, record and acknowledge receipt of proposals.
- b. To insure that each employee's anonymity is maintained.
- c. To determine which Department Head should evaluate each proposal and to follow up as needed.
- d. To ensure the timely return of written evaluations.
- e. To secure additional information from persons who make proposals and from evaluators as necessary.
- f. To keep employees informed of the progress and final disposition of their proposals.
- g. To prepare an annual report on the operation of the program.
- h. To prepare annual budget estimates for operation of the Productivity Innovation Program.

One of the primary functions of the Office of the Administrator and the Productivity Innovation Committee will be to promote the Productivity Innovation Program and to offer assistance to employees who desire to participate in the program.

4. Procedure for Handling Proposals

- a. Employee submits a completed proposal form to the Office of the County Administrator.
- b. The proposal form is dated and filed in the Productivity Innovation Program file.
- c. The employee is sent an acknowledgement letter, with a copy of the letter being filed with the proposal form.

- d. The Office of the County Administrator determines if additional information is needed and/or if the employee needs assistance in restating and/or strengthening the material presented on the proposal form.
- e. The Office of the County Administrator forwards the proposal to the appropriate Department Head.
- f. The employee who made the proposal is kept periodically informed on the progress of the proposal.
- g. After receipt of the department head's evaluation of a recommendation concerning a proposal, the Productivity Innovation Committee will review all pertinent data.
- h. The Productivity Innovation Committee will make the final decision as to whether a proposal will receive an award or not.

5. Awards

The Productivity Innovation Committee will award up to five employees in a one year time period commencing on the first day of January. In January the Committee will review those proposals submitted for the year.

A two hundred fifty dollar United States Savings Bond and a certificate of appreciation will be presented to the employee at a Board of Supervisors' meeting. Proposals jointly submitted by a group of employees will be recognized on the same basis as those submitted by a single employee. However, groups will be limited to five employees. No more than five employees will receive savings bonds for each year period. Each employee of the proposal group will receive a United States Savings bond and a small gift of appreciation. Employees who submit a quality proposal, but are not selected by the Productivity Innovation Committee will receive a certificate of appreciation for their time and effort.

6. Committee Procedures and Criteria

The Productivity Innovation Committee will convene every year, using the following procedures and criteria for selection of awards:

- a. Administrative Assistant divides the proposals into categories:
 - 1) Customer Service (CS)
 - 2) Safety (SF)
 - 3) Employee Relation/Quality of Work Life (QW)
 - 4) Monetary Savings (MS)
- b. Administrative Assistant distributes proposals to committee members.
- c. Committee ranks the proposals on a school grading scale: A B C D F
- d. Committee meets. If committee requires more details, the Administrative Assistant will gather such information and provide to committee for a second meeting.

- e. The committee will work together to negotiate a final grade on each proposal; averages will not be used.
- f. In no case is an award given if the proposal is rated less than a B (a C, D, or F would not receive awards).
- g. Several awards may be presented from one category. It is not necessary to have awards given from each category.
- h. When the award winners are announced, there will be no mention as to which category the award came from.