

SUBJECT: EMPLOYEE SUGGESTION PROGRAM	SECTION:
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PURPOSE:

To define the requirements of participation and the process Sierra View Medical Center (“SVMC”) follows to administer the Employee Suggestion Program (ESP).

POLICY:

Sierra View Medical Center Employee Suggestion Program (ESP) encourages employees to develop suggestions that improve the performance and quality of their work, as well as the safety of their work environment, while achieving objectives. Those suggestions that identify specific problems and propose suitable solutions to enhance the efficiency and effectiveness of SVMC through increased productivity, reduced costs, improved and safer working conditions, conservation of resources and improved public services are considered.

AFFECTED PERSONNEL/AREAS: *ALL EMPLOYEES*

PROCEDURE:

Human Resources administers the Employee Suggestion Program by receiving suggestions, overseeing the evaluation process to ensure fair and appropriate evaluations and the approval and issuance of awards. Any suggestion that is cost saving, practical, constructive and benefiting SVMC will be eligible for review as long as it identifies a problem area, recommends a solution or action, is consistent with program criteria and is submitted following proper procedure.

The ESP Committee is responsible for final approval of the suggested improvement and for the approval of all employee awards.

AWARDS:**Cash Savings or Revenue Generating Ideas:**

Cash awards of \$100.00 are authorized only for employees whose ideas:

- Are adopted and implemented and
- Have the ability to result in dollar savings or increased revenue.

Process Improvement Ideas:

Eligible employees may receive cash awards of \$50.00 for suggestions that result in significantly improved processes, programs, services, or safety.

The ESP Committee will use the following factors in determining the viability of a suggestion:

- Degree of improvement in operations, forms, facilities or equipment.
- Degree of improvement in employee relations, working conditions, safety and service to customers.

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- Completeness of proposal.
- Effort involved in developing the idea.
- Cost of adoption.

SUGGESTION FORM, SELECTION AND PAYMENT PROCESS:

Employees with suggestions must complete the SVMC Employee Suggestion form, available in Human Resources, and submit it to Human Resources.

- The suggestion is reviewed for eligibility by Human Resources, logged into the Employee Suggestion Program Log and forwarded to the appropriate department director for evaluation.
- The director completes his/her part of the evaluation and returns it and relevant documentation to Human Resources within the required time frame of thirty (30) days.
- The ESP Committee reviews the evaluation and determines the feasibility of implementation.

The active life of a valid suggestion shall be **one (1) year** from receipt by Human Resources.

If accepted, an award is determined and the employee is notified. State and Federal taxes will be withheld from all awards.

The signature of the President/CEO is required on all awards.

Exclusions

Suggestions that cannot be considered include the following:

- Suggestions that would normally be expected in the performance of the employee's job or those that the employee can implement without higher-level approval.
- Suggestions that do not include a solution or plan for improvement.
- Suggestions that result from assigned audits, surveys, reviews or research.
- Suggestions that include proposals that management can document as already under active consideration.
- Suggestions that duplicate another suggestion under consideration or for which an award previously has been granted.