

WASHINGTON



Secretary of State

WA State Productivity Board Rewarding Employee Suggestions

Greg Mennegar, Productivity Board Supervisor

Agenda



- Introduction / Overview
- Suggestion Programs – ESP and TIP
- Cash Awards
- Recognition Awards
- Productivity Board Support and Resources
- Getting Started
- Questions

Productivity Board Purpose



Encourage and reward meritorious suggestions by state employees with cash awards



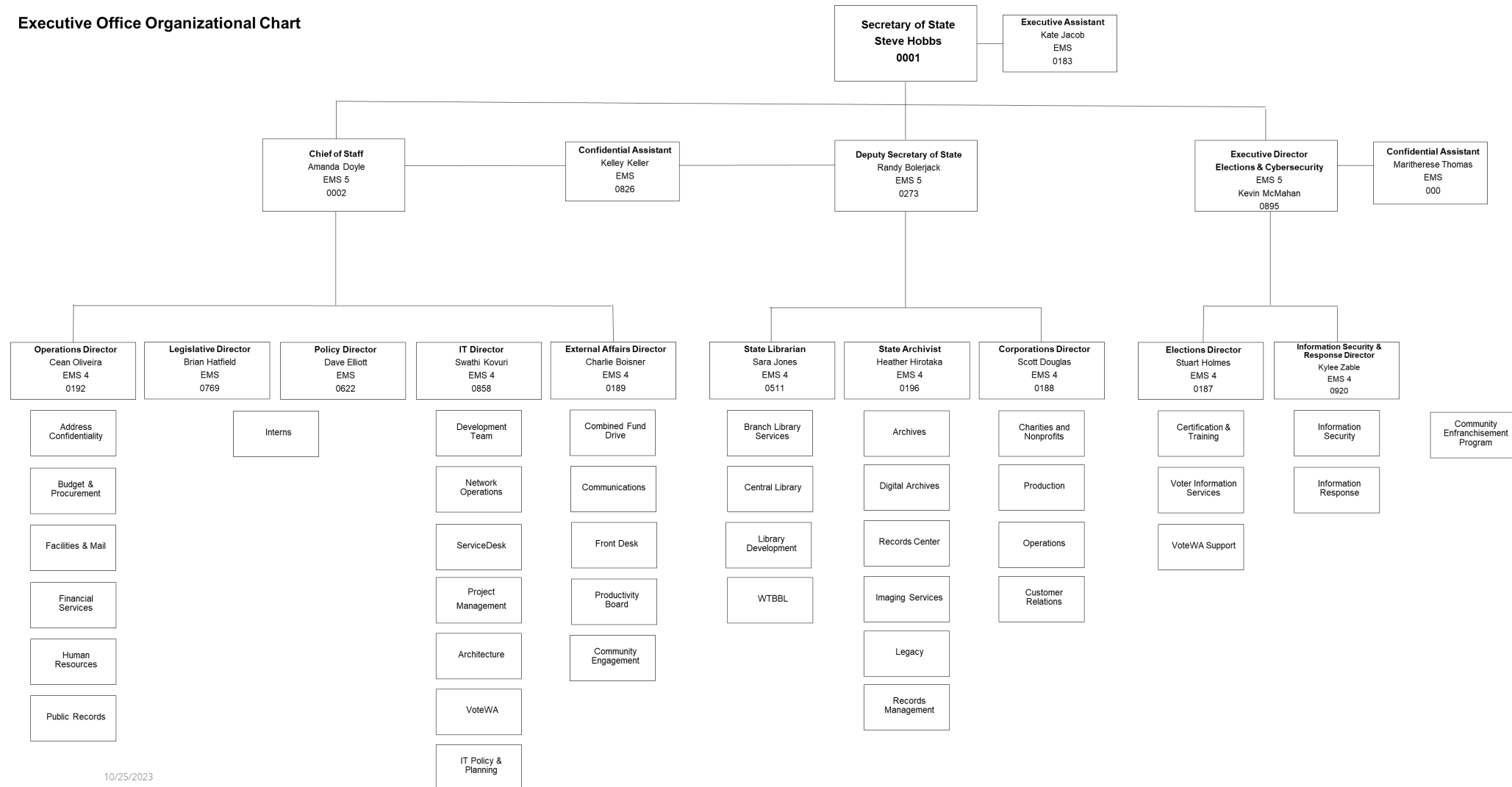
Promote efficiency and economy in state government.



Provide a fair and consistent process for reviewing state employees' suggestions

Secretary of State Overview

Executive Office Organizational Chart



Employee Suggestion Program



The **Employee Suggestion Program** provides up to \$10,000 to individuals whose adopted ideas save money or generate revenue



Applications must be submitted before the idea is implemented.



Ideas can be for more than one agency.



Agencies can provide recognition awards up to \$200 in value for ideas that don't have tangible savings.

Teamwork Incentive Program

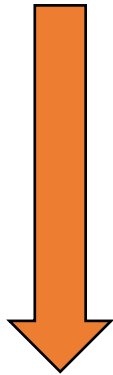
The **Teamwork Incentive Program (TIP)** provides up to twenty-five percent of overall savings for teams of two or more, with team members receiving up to \$10,000 each.

Applications can be submitted before or after the suggestion is implemented. Submissions require agency approval.

Only suggestions that generate revenue or reduce costs are eligible.

ESP/TIP Submission Process

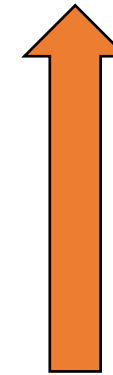
Employee/Team submits idea



Productivity Board staff
determines eligibility



Evaluation goes to Board



Agency evaluates
for feasibility

Awards and Payment



- ESP Suggestions are eligible for up to \$10,000. Award scale is 10% of the savings or revenue that result from implementation of a suggestion.
- TIP Suggestions are eligible for up to \$10,000 ***per team member***. Award scale is ***up to*** 25% of the savings or revenue that result from implementation of a suggestion.
- Recognition awards can be anything with a value up to \$200.00
- Awards are paid by the agency(s) benefitting from the suggestion. All awards are taxed as income.

Why participate?



Encourage employee engagement and retention with cash and recognition awards



Cost savings or revenue generation for taxpayers



Morale Improvements



Alignment with state LEAN initiatives



Improve customer service, safety, staffing, etc.

Resources – Productivity Board Website



Washington State Productivity Board

Washington State Employee Suggestion Program ▾

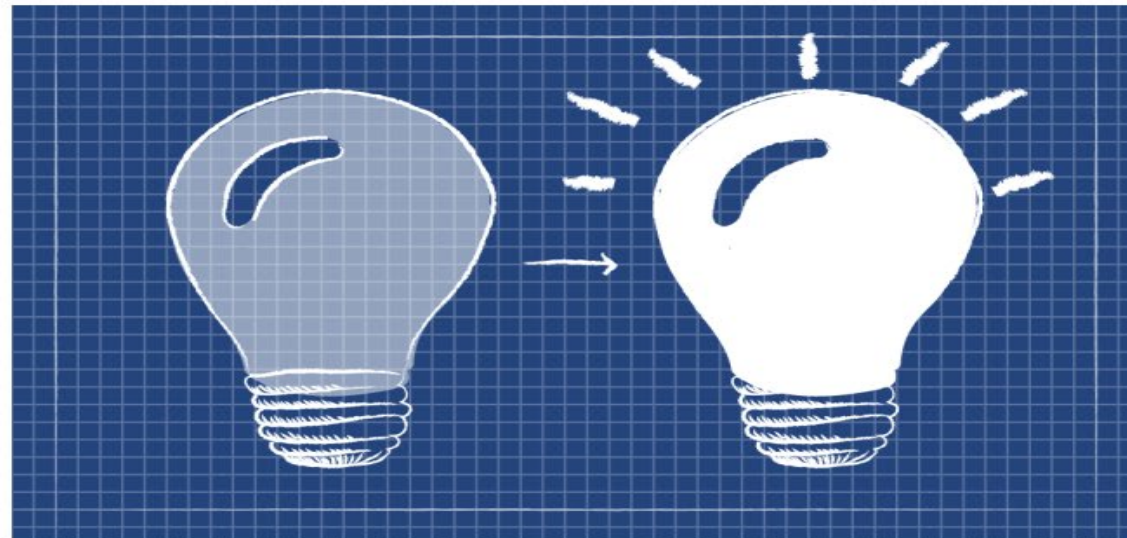
Washington State Teamwork Incentive Program ▾

Productivity Board FAQs

Productivity Board Suggestion Applications and Forms

Resources for Agencies and Board Members

Meet the Productivity Board



The Washington State Productivity Board incentivizes state employees to help state government operate more efficiently. We encourage innovation to eliminate waste and reduce unnecessary spending.

sos.wa.gov/productivity-board

Resources – Productivity Board Staff



- Resource Guides – Coordinators, Evaluators
- Web forms – applications, cost/benefit worksheet, FAQ section
- Marketing – posters, postcards, “swag”, content
- Educational presentations – leadership, staff, on-site, virtual
- Events – PB table at your event
- Assist with suggestion processing
- Provide customer service and support, interpret rules

Examples

A WSP trooper suggested that the agency have each local district enter into low-bid contracts for tow services. The suggestion saved **\$64,000**.

A Correctional Supervisor at the Washington Corrections Center for Women recommended that DOC sell fluorescent light bulbs instead of incandescent light bulbs at inmate stores, saving over **\$250,000** over 10 years.

A TIP team at WSDOT helped the agency eliminate outside vendor fees by creating an entirely new management and reporting system for its field inspectors. The new system saved the agency **\$422,480** in the first year.

Another WSDOT suggestion was to install a light that would indicate to the driver when it was time to shift in the 525 trucks in the fleet with manual transmissions. This simple change resulted in **\$1,801,800** in first-year savings, and helped reduce emissions.

Familiar Employee Ideas In Use



The Department of Licensing redesigned the back of drivers' licenses to include organ donor information instead of using a sticker.

The Department of Transportation installed signs along I-5 that read "Feeling tired? Rest area 10 miles" after a State Patrol Sergeant submitted the suggestion.

The Department of Licensing began issuing child identification cards that include fingerprints. Two employees submitted the idea after a string of child abductions.

The Department of Labor & Industries created a website for the public to report all types of fraud relating to Industrial Insurance.

Next Steps

1

Promote the program at all levels of your agency

2

Include Productivity Board information in new employee onboarding process

3

Distribute PB information and provide ongoing support

Questions?



Secretary of State
Productivity Board

Greg Mennegar

Productivity Board Supervisor
Office of the Secretary of State

360-972-0326

greg.mennegar@sos.wa.gov

productivityboard@sos.wa.gov

sos.wa.gov/productivity-board