

D.5.6 (Policy) Employee Suggestion Plan Incentive Program

Responsible Department: Human Resources/Organizational Development

Board Adoption: 8-19-10

Last Board Action: 12-14-10

Reviewed: 4-10-13

The Alamo Colleges Board of Trustees authorizes the Chancellor to establish an employee suggestion plan incentive program. The suggestion program may include provisions to provide incentive awards to employees who suggest cost quantifiable saving ideas that are implemented. The suggestion program may also provide incentive awards to employees who suggest service or safety improvement ideas that are adopted.

Any employee suggestion program incentive program established by the Chancellor shall not:

- (1) Allow those employees who operate the Suggestion Program to participate as suggestors or implementers or to receive rewards.
- (2) Allow administrators to be eligible to receive rewards under the plan.
- (3) Authorize awards for a suggestion exceeding 10% of the first year's savings/revenue up to a maximum of \$10,000.00 for a selected selection.
- (4) Authorize awards for implementers of suggestion to receive an award exceeding 2% of the projected first year's savings/revenue up to a maximum of \$2,000.00 for the entire group of implementers for a particular accepted suggestion.