

August 9, 1993
SUGGESTION.ORD/CMM

Introduced by: Sims

Proposed No.: 93-391

ORDINANCE NO. **10978**

1
2 AN ORDINANCE creating an employee
3 suggestion program, and specifying
4 incentives and rewards for suggestions
5 resulting in efficiencies, program
6 enhancements and cost savings, and
7 repealing Ordinance 1309, Sections 1
8 through 8 and K.C.C. 3.13.010 through
9 3.13.080.

10 PREAMBLE:

11 Employee perspective on problems facing a local
12 government is often different from that of
13 management and has the potential for leading to
14 creative and novel solutions to those problems.
15 In any event, employees of local government
16 have a real stake in helping identify solutions
17 to problems which help make service to the
18 public more effective and efficient and which
19 result in tangible dollar savings. Since the
20 best way to solicit suggestions is by way of a
21 structured program which offers recognition for
22 the fruits of creative employee thinking and by
23 offering concrete incentives for participating,
24 the King County Council finds that the repeal
25 of the merit awards suggestion program, which
26 has not been used since its creation in 1975,
27 and the creation of an employee suggestion
28 program to replace it will benefit the public.

29 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

30 SECTION 1. Ordinance 1309, Sections 1 and 2, and K.C.C.
31 3.13.010 and K.C.C. 3.13.020 are hereby repealed and the
32 following is substituted:

33 Employee suggestion program. A. There is hereby created
34 an employee suggestion program. The intent of this program is
35 to provide an avenue for employees of King County to make
36 suggestions in a structured and coherent way for improving the
37 delivery of services to King County residents, for improving
38 the quality of services, and/or for achieving cost savings
39 while at least maintaining the present quality of service
40 delivery.

41 B. Participation in the employee suggestion program shall
42 be limited to those employees in good standing who have passed
43 their six month probationary periods, or probationary periods
44 of other lengths as may be lawfully specified by an appointing
45 authority. Exempt employees are not eligible to participate.

1 SECTION 2. Ordinance 1309, Section 3 and K.C.C. 3.13.030
2 is hereby repealed and the following is substituted:

3 Submission and evaluation of employee suggestions. A. Each
4 department shall designate an individual to serve as the
5 departmental coordinator for the employee suggestion program.
6 Employees shall submit their suggestion for improving services,
7 the quality of services, or for reducing service delivery or
8 other costs to the appropriate departmental program
9 coordinator. Suggestions may be submitted at any time and shall
10 identify a specific problem, a proposed solution, and the
11 tangible benefit of implementing the identified solution. It
12 shall be the function of the coordinators to identify both
13 appropriate and inappropriate suggestions and to directly
14 forward to an employee suggestion evaluation committee all
15 suggestions submitted for consideration. Suggestions submitted
16 to the committee shall not reveal the identity of the employee
17 or employees making the suggestion. Coordinators shall devise a
18 system for tracking the identities of employees submitting
19 suggestions and for guaranteeing their anonymity during the
20 committee's evaluation process. Employee suggestions meeting
21 established criteria shall not be subject to review and
22 disapproval by management at either the unit, section, office,
23 division or departmental level.

24 B. The employee suggestion evaluation committee shall be
25 comprised of an appointee of the King County council, a
26 representative from the executive's office and the director,
27 office of financial management or his or her designee. The
28 committee shall meet once a month to evaluate employee
29 suggestions according to the following minimum criteria:

- 30 1. a demonstrable and quantifiable increase in
31 efficiency or productivity.
- 32 2. a demonstrable increase in the quality of service
33 delivery to the general public.
- 34 3. a demonstrable, quantifiable decrease in cost.

1 4. a demonstrable benefit from the combination of
2 activities, staffing, procedures, energy and/or
3 materials.

4 C. The committee may identify and use any and all other
5 criteria as they may relate to cost, productivity, efficiency
6 and quality improvement.

7 D. Suggestions previously submitted, directly relating to
8 legislation already under consideration by the executive or
9 legislative branches, relating to matters of policy adopted by
10 council action, relating to collective bargaining agreements or
11 personnel-related matters such as, but not limited to, wages,
12 salary schedules, assignments, leave and grievance procedures,
13 relating to conditions outside of the control and scope of
14 County government, and/or which are within the scope of an
15 employee's assigned duties for which an employee would normally
16 be expected to offer a suggestion in the course of performing
17 his or her normal duties shall be deemed inappropriate and
18 ineligible.

19 E. The committee shall recommend for implementation those
20 suggestions which show demonstrable benefit to county
21 government and/or to the public, which recommendations will be
22 adopted via council motion.

23 F. The committee is authorized to promulgate other rules
24 and procedures as may be necessary to implement the provisions
25 of this chapter.

26 SECTION 3. Ordinance 1309, Section 4 and K.C.C. 3.13.040
27 are hereby repealed and the following substituted:

28 Awards. A. The committee shall be empowered to recommend
29 compensation awards for individual employees or groups of
30 employees whose suggestions result in a demonstrable and
31 tangible cost savings to the County and to the public.

32 B. Compensation awards shall be ten percent of the amount
33 which the suggestion shall be demonstrated to save for each
34 individual employee or employee in a group submitting a
35 suggestion to be implemented, but in no instance shall the

1 awards exceed five thousand dollars for each individual
2 employee or for each employee in a group.

3 C. The committee shall formulate criteria for the
4 recommendation of compensation awards.

5 D. Recommendations for compensation awards shall be
6 subject to council approval via adoption by motion.

7 E. The committee shall be able to recognize employee
8 suggestions by the issuance of certificates of recognition for
9 those suggestions which result in a demonstrable benefit to the
10 County and/or the public and which do not otherwise qualify for
11 compensation awards.

12 SECTION 4. Ordinance 1309, Sections 5 through 8 and
13 K.C.C. 3.13.050 through 3.13.080 are hereby repealed.

14 SECTION 5. The executive shall make information
15 concerning the employee suggestion program available to
16 employees at the time of hire, and at least once a year the
17 executive shall cause to have information regarding the
18 employee suggestion program distributed to employees with their
19 paychecks.

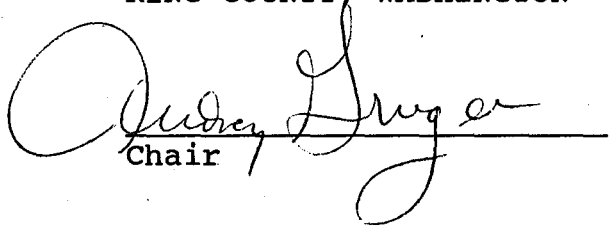
1 SECTION 6. The employee suggestion program shall expire
2 on December 31, 1996, except as it may be reauthorized by
3 Council action.

4 SECTION 7. Severability. If any provision of this
5 ordinance or its application to any person or circumstance is
6 held invalid, the remainder of the ordinance or the application
7 of the provision to other persons or circumstances is not
8 affected.


9 INTRODUCED AND READ for the first time this 17th day
10 of May, 1993.

11 PASSED this 16th day of August, 1993

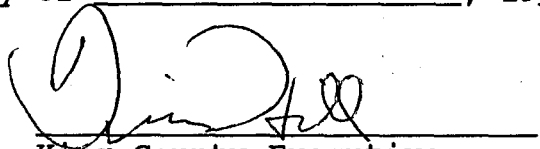
12 KING COUNTY COUNCIL
13 KING COUNTY, WASHINGTON

14 
15 Chair

16 ATTEST:

17 
18 Clerk of the Council

19 APPROVED this 27th day of AUGUST, 1993

20 
21 King County Executive

22 Attachments: None