

Spending Efficiency Program

Purpose

The purpose of the Spending Efficiency Program (SEP) is to induce the employees of the Houston County Government to come up with ways to reduce expenses related to the operation of government. SEP will do this by providing financial incentives to employees who offer suggestions on ways the County can save the taxpayers' money.

Incentive

As a reward for suggesting an idea that saves Houston County money, the employee may be rewarded by public recognition, a one-time cash award of \$100 or a one-time cash award of \$250. This incentive reward must be approved by vote of the County Commission.

The amount awarded shall be dependent upon the amount saved by Houston County as a result of the implementation of the idea for a period of six months.

- If implementation of the suggestion saves Houston County \$10,000 or more within a period of six months, the employee, or group of employees, who submitted the suggestion shall be rewarded with a one-time cash payment of \$250.
- If implementation of the suggestion saves Houston County between \$1,000 to \$9,999.99 within a period of six months, the employee, or group of employees, who submitted the suggestion shall be rewarded with a one-time payment of \$100.
- If implementation of the suggestion saves Houston County less than \$1,000 then no monetary reward shall be given.

The maximum number of suggestions that shall be awarded by a cash incentive shall be dependent upon the amount of funding available to the Employee Suggestion Review Board by the County Commission.

Eligibility

Only classified employees are eligible to participate in the Spending Efficiency Program.

Process for Submission and Consideration of Employee Suggestions

Employees must complete the Houston County Spending Efficiency Form, which must include the employee's suggestion, a calculation of estimated savings that would result from the suggestion's implementation, and an explanation of how the calculation was performed. Savings must be clearly measurable. Once the form has been completed, it must be evaluated and approved by the employees' Department Head. The form must then be submitted to the Suggestion Review Committee.

The Suggestion Review Committee will review each suggestion and determine if:

- The suggestion has not been previously submitted by another employee and approved by the Board.
- Implementation of the suggestion could reasonably result in a quantifiable reduction in expense while not negatively impacting the quality of County services.

Upon consideration of the suggestion, by majority vote the Suggestion Review Committee shall determine if the suggestion should be implemented. If the suggestion is approved to be implemented, the information shall then be communicated to the employees Department Head.

Beginning with the date of the Suggestion Review Committee approval, the employee's suggestion shall then be implemented on a trial basis for six months. After the six month trial period, the employee's Department Head shall provide an accounting to the Suggestion Review Committee along with the supporting calculations demonstrating the savings generated by the suggestion. These savings shall then be reviewed and approved or rejected by the Suggestion Review Committee. If implementation requires that an employment position goes unfilled, then the trial period shall not start until an employee leaves the said position. NO EMPLOYEES ARE TO BE TERMINATED BASED UPON EMPLOYEE SUGGESTIONS.

If the Suggestion Review Committee determines that the savings total at least \$10,000 or above, the Committee shall then recommend that the County Commission approve a single one-time bonus of \$250 to the individual or group of individuals submitting the suggestion.

If the Suggestion Review Committee determines that the savings total at least \$1,000 up to \$9,999.99, the Committee shall recommend that the County Commission approve a single onetime bonus of \$100 to the individual or group of individuals submitting the suggestion.

If the Suggestion Review Committee determines that the savings total less than \$1,000, the Committee shall not recommend that the Commission approve a monetary award.

Once the County Commission receives an approved recommendation from the Suggestion Review Committee, it shall then place the approved recommendation on the agenda for the next regularly scheduled meeting. The County Commission shall then determine by vote if the recommendation from the Suggestion Review Committee shall be ratified or if it shall be rejected. If the recommendation is ratified, the County shall pay the recommended incentive amount to the employee, or group of employees, who made the suggestion.

Makeup of Suggestion Board Meeting

The Suggestion Review Board must consist of the following:

- One Commissioner or the Commission Chairman
- One Department Head

For the purposes of voting on the implementation of suggestions and the awarding of incentive bonuses, all decisions must be unanimous.

Suggestion Review Board Meeting Schedule

The Suggestion Review Board shall meet on an as-needed basis.

EMPLOYEE SUGGESTION FOR SAVING TAXPAYER MONEY

STEP 1 – SUGGESTION SUMMARY

Employee name: _____

Department: _____ Date of Submission to Department Head: _____

Briefly describe your idea: (Please attach any additional information that you feel appropriate.)

How much money do you estimate that your idea will save the county over a six month period?

In order to qualify for an award, the cost savings must be measurable over the six month period approved by the Suggestion Review Board. It will be the responsibility of the individual submitting the idea to document the savings. Briefly explain how you plan to measure the projected savings during this six month period. (Please attach any additional information that you feel appropriate.)

STEP II – Department Head and Review Board approval to begin the six month trial period:

I have reviewed the recommended idea and concur that cost savings are possible:

Department head: _____ Date: _____

Suggestion Approval Board's approval to begin the six month trial period:

Brandon Shoupe, Commissioner: _____ Date: _____

Bill Dempsey, CAO: _____ Date: _____

Approved trial period dates: Begin: _____ End: _____

STEP III – Verification of cost savings: (to be completed after the six month trial period)

Actual cost savings achieved during the six month trial period: _____

(Please provide verification detail as backup.)

Department Head Approval (signifies review and verification of savings): _____

Reviewed and approved by the Suggestion Review Board for Commission approval and award:

Brandon Shoupe, Commissioner: _____ Date: _____

Bill Dempsey, CAO: _____ Date: _____