Policy Statement:
Among the key values of The Corporation of the City of Welland are flexibility, innovation, creativity and teamwork. In addition, The Corporation has a continuing commitment to deliver services in a fair, efficient and effective fashion. An Employee Suggestion Program marries the creativity and innovation of our employees with our goal of improved productivity and reduced operating costs.

SECTION 1 - PROGRAM OBJECTIVES

The Employee Suggestion Program is aimed at stimulating innovative ways to improve our business processes, permanently reduce costs, improve customer service to the taxpayers and enhance the work environment. The Program will;

- describe an organized method for employees to communicate improvement ideas
- provide a systematic procedure for advancing, evaluating and implementing improvement ideas
- award participation and confirm The Corporation's commitment to innovation and teamwork

SECTION 2 – ELIGIBILITY

Any regular, probationary, part-time, casual, student, contract employee and volunteer member of the Fire and Emergency Services Department or group of employees are eligible to participate in this Program. Termination does not disqualify a suggester from receiving an award for an approved suggestion. In the event of death, any monetary award will be paid to the suggester's estate. A suggester or suggestion is ineligible if;

- the employee making the suggestion already has the authority or responsibility to implement the change
- the suggestion corrects a situation which would normally be corrected through routine housekeeping, maintenance and/or inspection
- the suggestion refers to a situation which is already under review or for which a suggestion has already been submitted
the employee or suggestion simply identifies a problem without recommending an improvement
the suggestion pertains to contractual or statutory obligations which cannot be changed
the suggestion is not submitted in written form
the suggestion was part of the City of Welland's Cost Savings Committee Report from 2001

SECTION 3 - ELIGIBLE SUGGESTIONS

1. Must result in measurable or tangible savings.
2. Must result in improvements to the overall operations of the Corporation by increasing productivity and efficiency of our operation.
3. Result in improvements to the overall City environment.

SECTION 4 - AWARD STRUCTURE

1. Letter of acknowledgement from Suggestion Committee to all participants;
2. Letter of acknowledgement from the appropriate General Manager for an accepted Suggestion;
3. Recognition in Newsletter;
4. Recognition at a City Council Meeting; or;
5. Monetary award.

SECTION 5 - AVAILABLE AWARDS

AVAILABLE AWARDS

CATEGORIES

CATEGORY/TANGIBLE
Implementable suggestions with measurable savings.

AWARD
Cash: 10% of first year’s savings or $500.00 whichever is the lesser. Savings in excess of $5000.00 will be referred to the Human Resources Committee for further consideration and the maximum award payable is $7000.00.

CATEGORY/*/INTANGIBLE
Implementable but with savings not measurable
(1) New concept or idea
(2) Modification or Mechanical Gadgetry
(3) Modification to Forms

AWARD
(1) Maximum $500.00
(2) Maximum $330.00
(3) Maximum $165.00

CATEGORY/MERTITORIOUS

Suggestion good but not implementable

AWARD
Letter of Acknowledgement

* For the intangible category, suggestions will be evaluated according to their degree of benefit or improvement (great, substantial, moderate, small).

SECTION 6 – PROCESS

Generally speaking, an employee or group of employees will submit a written suggestion to the Human Resources Department. The Suggestion will be time and date stamped, reviewed for eligibility and checked against pending suggestions. If the suggestion is eligible, it will be forwarded to and considered by the Review Team (consisting of the Program Co-ordinator (a Human Resources Department representative), a Finance Department representative and one (1) volunteer representative from the applicable work area). The Team will either decline the suggestion, recommend further review or recommend implementation to the Approval Team (consisting of the City Manager, the General Manager of Corporate Services/Treasurer, the Review Team Chair and the applicable Department Head). The Approval Team will either decline the suggestion or approve its implementation. The suggester will be advised of the final outcome by the Program Co-ordinator. Adopted suggestions become the property of the Corporation of the City of Welland.

Suggestions are reviewed on a monthly basis and are appraised within 30 days of receipt where possible.

Also, if at any time an employee wishes to re-open a suggestion to present new or additional information, the Committee may be asked to review its decision. For suggestions not adopted, an explanation will be sent to the employee.

SECTION 7 - HOW TO SUBMIT A SUGGESTION

Suggestions are to be submitted in written form and each individual suggestion is to be submitted via separate correspondence and all such submissions are to be sent directly to;

The Corporation of the City of Welland
60 East Main Street
Welland, Ontario
L3B 3X4
Attention: The Human Resources Department