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ANNUAL REPORT

STATE EMPLOYEES SUGGESTION PROGRAM

1988

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JUL 27 1989

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BUREAU**

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Authority and Organization

The State Employees Suggestion Program operates under provisions of Wis. Stats., 16.006, which states that the State Employee Suggestion Board: "Shall formulate, establish and maintain a plan or plans to encourage and reward unusual and meritorious suggestions and accomplishments by state employees promoting efficiency and economy in the performance of any function of state government."

The Board consists of three members appointed by the Governor to four year terms. Current members include:

Wynn Davies, Chair	Term expires May 1, 1989
Dorothy Dederich	Term expires May 1, 1989
Vacant	

The Department of Administration provides staff services to the Board for its program publicity, quarterly review of suggestions, and processing and evaluating suggestions. Jane Goold McNally currently serves as program coordinator.

The most critical element of the program is a network of approximately 100 employe suggestion coordinators and committees in each state agency and institutions. These people provide publicity and promotion for the program within their organizations and ensure that all suggestions receive appropriate evaluation.

The program is currently budgeted at \$7,000 annually to cover cash awards and administrative expenses.

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Program Objectives

Specific objectives of the program are:

1. To stimulate suggestions by state employes to improve the quality, reduce the costs, and increase the efficiency of state government.
2. To develop a climate in state government which encourages employes to submit their ideas for improving state programs and services.
3. To provide objective evaluation of employes' suggestions.
4. To recognize and reward employes for their suggestions.
5. To increase job interest and improve morale by assuring employes that their good ideas will be studied and implemented if possible.

Accomplishments During 1988

During calendar year 1988, the Board considered suggestions and granted 50 cash awards totalling \$4,945. In addition, 54 certificates of commendation were awarded.

Agency Suggestion Program coordinators reported a substantial increase in suggestions during fiscal year 1988 (July 1, 1987 - June 30, 1988). 491 suggestions were made during this period. This compares to 349 suggestions in fiscal 1987 and 225 suggestions reported in fiscal 1986.

Suggestions in fiscal 1988 resulted in tangible savings to Wisconsin taxpayers of \$680,580 plus numerous intangible improvements in the quality of State of Wisconsin programs and services. During the last five years, over \$3.5 million in savings have resulted from the Employees Suggestion Program.

The annual recognition luncheon was held on October 26, 1988 with Department of Administration Secretary James Klauser as guest speaker. Twenty-eight individuals were honored as "Outstanding Suggesters". Martin Romero, Department of Administration, was named "Suggester of the Year" for his efforts to enable state facilities served by Wisconsin Electric & Power Company to utilize energy conservation rebates offered by the company. Over \$600,000 in savings have already resulted from this suggestion.

Other recognition went to:

Kettle Moraine Correctional Institution - "Agency of the Year"

Staff of this institution generated an average of one suggestion per eight employes.

Linda Lewis - "Agency Coordinator of the Year"

Linda, who was suggestion program coordinator for Division of Motor Vehicles, and her committee were recognized for outstanding efforts and success in promoting the program in their agency.

Legislative Changes

1988 Legislation changed the name of the Board from the "Merit Award Board" to the "Employee Suggestion Program Board". Terms of the three board members were lengthened from three years to four years to provide greater continuity.

Improved Policies and Procedures

During 1988 several changes were made in forms and procedures to assure more objective and consistent evaluations and speed processing. The Board also changed its policy on who is eligible for recognition. State employees are now encouraged to submit suggestions affecting their regular job duties. While not eligible for cash awards, certificates of recognition will henceforth be granted for such suggestions.

Goals for 1989

- Continue to increase the number of suggestions submitted. (from 491 to 600).
- Increase the number of agencies and institutions with active suggestion programs. 57 of 91 agencies and institutions reported no suggestions or failed to report for fiscal 1988. Little progress was made on a similar goal for 1988.
- Accomplish the transition of the Employee Suggestion Program from Department of Administration to Department of Employment Relations with minimal disruption. Governor Thompson's Budget Bill proposes the transfer.
- Issue a current program manual for agency coordinator use. The present manual has not been updated since 1983. (This is a 1988 goal that was not accomplished in 1988 due to inadequate staff support).
- Obtain more adequate staff support for the Employee Suggestion Program. This 1988 goal was not achieved. Hopefully, additional staff support will be available from the Department of Employment Relations.