Environmental Management Consolidated Business Center (EMCBC)

Subject: EMCBC Employee Suggestion Program

Implementing Procedure

APPROVED: ***(Signature on File)***
EMCBC Director
ISSUED BY: Office of Civil Rights and Diversity

1.0 PURPOSE

This procedure describes the criteria and methods for administering the DOE-EMCBC Employee Suggestion Program (ESP). The EMCBC benefits from implementing employee's ideas and suggestions. In order to maximize these benefits, all EMCBC employees should become involved in the process of continuous improvement.

2.0 SCOPE

The scope of this procedure is to provide a systematic approach for the administration of the DOE-EMCBC Employee Suggestion Program and its application. This program does not apply to, or replace the Employee Concerns Program or Administrative Grievance Procedures.

3.0 APPLICABILITY

This procedure applies to all full and part-time Federal employees assigned to the EMCBC located in Cincinnati, OH, including EMCBC employees who are duty stationed at various other sites. EMCBC serviced sites may elect to adopt this procedure for conduct of their business.

4.0 REFERENCES

4.1 EMCBC PS-243-01 Rev. 2, "Records Management Policy"

4.2 EMCBC IP-331-01 Rev. 2, "EMCBC Incentive Awards and Recognition Program"

5.0 DEFINITIONS

5.1 EMCBC Form IP-332-01-F1, "Employee Suggestion": Form used to submit an individual's idea or suggestion.

5.2 EMCBC Form IP-332-01-F2, "Evaluation of Employee Suggestion": Form that ESP panel and SMT uses to document the technical and business evaluation, and subsequent approval or disapproval of a submitted employee suggestion.

5.3 EMCBC Senior Management Team (SMT): The Senior Management Team is comprised of the Director, DOE-EMCBC, and his/her direct supervisory reports.

5.4 Employee Suggestion Box: A receptacle in a designated location for submitting employee suggestion forms (EMCBC Form 332-01-F1). Forms may also be submitted electronically at employeesuggestionprogram@emcbc.doe.gov.

5.5 Employee Suggestion Manager (ESM): Is responsible for overall EMCBC Employee Suggestion Program (ESP) administration and oversight.

5.6 Suggester: An individual introducing an idea.

5.7 Suggestion: A constructive idea, which, when submitted in writing by one or more employees and adopted by management, directly contributes to the economy, efficiency, or increased effectiveness of EMCBC operations. A suggestion typically consists of the identification of an existing problem or potential process improvement, the proposed method for solving the problem or improving and existing EMCBC process, and an estimate of the benefits that are anticipated from implementing the suggestion.

The following types of ideas, however, are NOT eligible for consideration under the EMCBC Employee Suggestion Program:

- Ideas which are normally WITHIN the employee's regularly assigned duties, responsibilities, and performance standards.
- Ideas which call attention to the need for routine maintenance or repair work unless they result in tangible benefits to the Government.
- Ideas which merely call attention to a problem and offer no practical solution.
- Ideas of which the implementing costs would clearly exceed any benefits which might result.
- Ideas related to services and benefits to employees such as vending machines, cafeteria services, etc., unless they result in tangible benefits to the Government.

6.0 RESPONSIBILITIES

6.1 EMCBC Director:

6.1.1 Delegate authority in writing, to senior management team (SMT) to ensure the success of the program.

6.1.2 Delegate authority in writing, to the Office of Human Resources (OHR) to authorize awards.

6.2 Senior Management Team (SMT):

6.2.1 Comprised of the Assistant Directors, Deputy Director, and the Director.

6.2.2 Take action on suggestions (concurrence/non-concurrence) referred by the Diversity Council.

6.2.3 Oversight of the implementation of approved suggestions.

6.2.4 Track implementation status for approved suggestions.

6.3 EMCBC Office of Civil Rights and Diversity (OCRD) Assistant Director (AD):

6.3.1 The OCRD AD will appoint an EMCBC Diversity Council Member-At-Large to serve as the Employee Suggestion Manager (ESM).

6.3.2 The OCRD AD will, on a quarterly basis, report to the Director, Deputy Director, and ADs on the progress and statistic of the Employee Suggestion Program.

6.4 Employee Suggestion Manager (ESM): Responsible for the day-to-day operations of the program, including tracking and expediting a suggestion through the process.

6.5 Diversity Council: Will meet monthly to review incoming suggestions and provide recommendations to the SMT as appropriate.

7.0 GENERAL INFORMATION

7.1 Employee Suggestion Boxes: Are located near the break rooms on all four floors of the EMCBC.

8.0 PROCEDURE

8.1 The general procedures establish requirements, roles and responsibilities for all suggestions.

8.2 Initiation, Receipt, and Review

8.2.1 Suggester initiates a suggestion by completing EMCBC Form IP-332-01-F1, "Employee Suggestion." The Suggester composes constructive ideas that directly contribute to the economy, efficiency or increased effectiveness of Government operations or achieve a significant reduction in paperwork. Employees may submit anonymous suggestions. Employees doing so should be aware that if any additional information is needed the ESM will not know who to contact and such may be problematic.

8.2.2 Suggester prints a copy of completed EMCBC Form IP-332-01-F1, "Employee Suggestion," and submits the form with an original signature by placing it in the Employee Suggestion Box. The employee may also submit such electronically at employeesuggestionprogram@emcbc.doe.gov

NOTE: Information supporting the suggestion must be included with EMCBC Form IP-332-01-F1 (Attachment A).

8.2.3 The ESM will monitor the EMCBC ESP electronic mailbox and Suggestion Boxes on a weekly basis.

8.2.4 Upon receipt of EMCBC Form IP-332-01-F1, and supporting documents, the Employee Suggestion Manager (ESM) reviews suggestion to determine if eligibility criteria are met. When eligibility requirements are fully met, the ESM will send an electronic acknowledgement of receipt to the employee who submitted the suggestion.

8.2.5 ESM enters the suggestion into the Employee Suggestion Process Database, establishes a suspense date of 45 working days if eligibility requirements are met. Additionally the ESM notifies the Suggester that the suggestion will be forwarded to the Diversity Council for initial review.

NOTE: ESM provides advice to staff and technical support to the managers and supervisors, as requested. The normal processing time for evaluating suggestions is 45 working days. In the event that evaluation and/or approval are required by DOE HQ or other DOE Field Offices, this process may take longer (case by case).

8.2.6 If the suggestion does not meet eligibility requirements or more information is needed to fully evaluate the suggestion, the ESM notifies Suggester by returning the suggestion and provides such reason(s) accordingly.

8.3 Evaluation

8.3.1 If accepted the ESM will forward Form IP-332-01-F1 to the Diversity Council for review.

8.3.2 The Diversity Council reviews merits of suggestion and provides an in-depth (when applicable) explanation of results, using EMCBC Form IP-332-01-F2, "Evaluation of Employee Suggestion."

8.3.3 The Diversity Council forwards the complete Form IP-332-01-F2 to the ESM. The ESM logs the progress into their tracking system and forwards the form to the Senior Management Team (SMT).

8.3.4 The ESM will present the suggestion to the SMT.

8.3.5 The SMT will review the suggestion and recommendation according to the procedures as set in section 8.4.

8.4 Disposition of Suggestion

8.4.1 The SMT will discuss the suggestion and either approve or disapprove the suggestion.

8.4.2 If the SMT approves the suggestion they will notify the ESM of such (via IP-332-01-F2) and the appropriate Assistant Director (s) will implement the suggestion using the necessary resources. The ESM will be notified of the progress of said implementation at all times to ensure suggestions are implemented in a timely manner.

8.4.3 If the SMT disapproves the suggestion they will complete Form IP-332-01-F2 noting such and return the form to the ESM.

8.4.4 The ESM is responsible for notifying the Suggester of approval or disapproval in all cases. Immediate supervisors will receive a courtesy copy of the completed Form IP-332-01-F2 (unless the suggestion is anonymous).

8.4.5 The Suggester may resubmit the package for reconsideration only if they believe they can provide more information to supplement the suggestion. In such case the ESM will repeat the process as listed above. If the Suggester fails to supplement the original package when resubmitting, the ESM will return the package to them.

8.4.6 SMT, Deputy Director, or Director at his/her discretion, should consider the following when an Employee Suggestion is adopted, provided the suggestion was not submitted anonymously:

8.4.6.1 Issuance of an monetary incentive award, at supervisor's discretion, based on significant tangible benefits of adopted suggestions (if budget permits); or

8.4.6.2 Issuance of an Honorary Award for adopted suggestions not recognized with any other incentive award.

8.4.7 ESM issues a quarterly report to the Director and OCRD on the status of all Employee Suggestions both pending and completed.

9.0 RECORDS MAINTENANCE

9.1 Records generated as a result of implementing this document are identified as follows and shall be maintained in accordance with the approved EMCBC Organizational File Plan:

9.1.1 ADM 16-01.2-[CRD] – Employee Suggestion Program Records – both paper and electronic records generated by the program are maintained by the Office of Civil Rights and Diversity.

9.1.2 ADM 01-12-A1-[OHR] – Employee Awards Program Records – maintained by the Office of Human Resources.

10.0 FORMS USED – All Forms used are the latest revision unless otherwise specified.

10.1 'DOE EMCBC Employee Suggestion' Form IP-332-01-F1

10.2 'DOE EMCBC Evaluation of Employee Suggestion' Form IP-332-01-F2

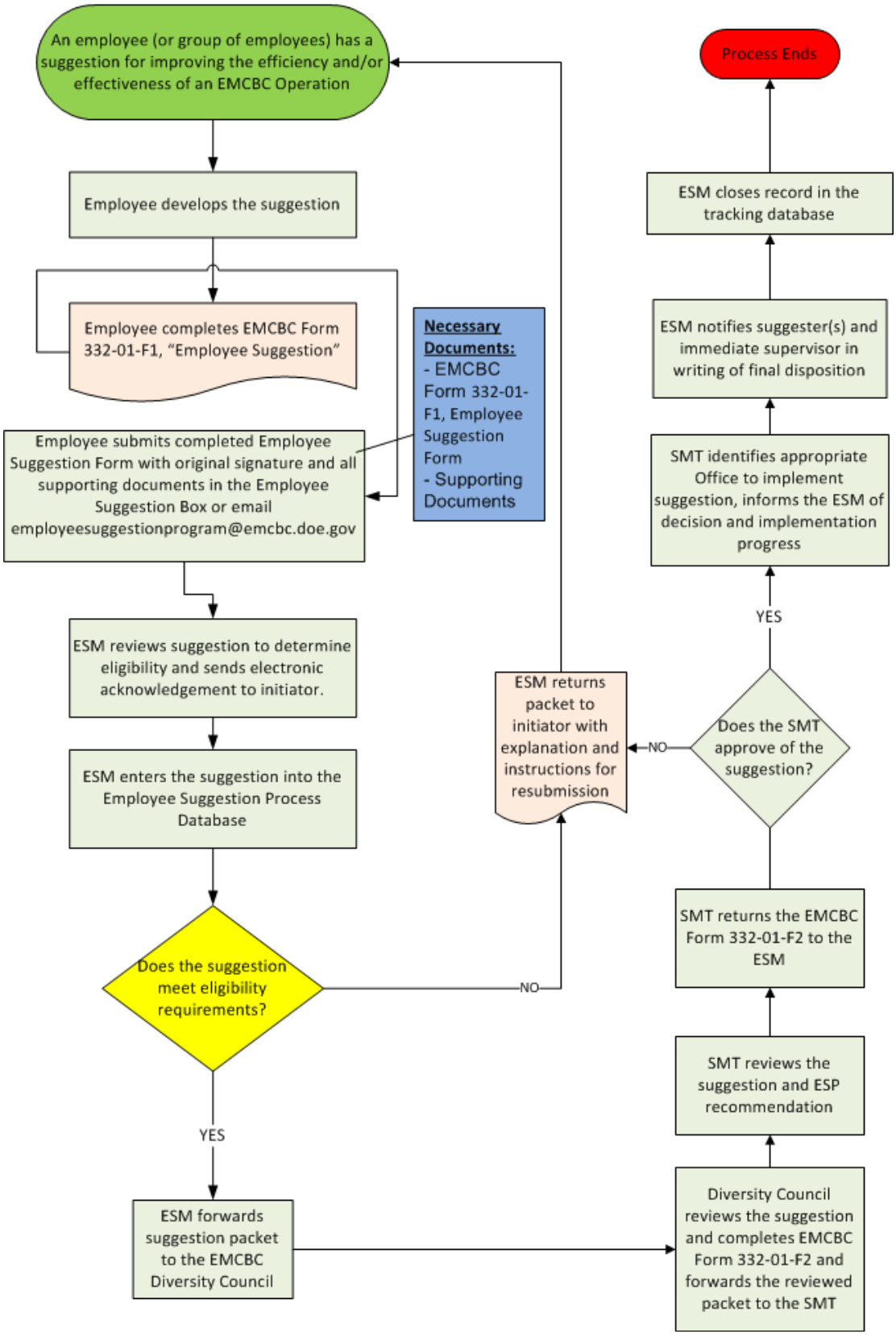
11.0 ATTACHMENTS

11.1 Attachment A – Sample - DOE EMCBC Employee Suggestion Form, IP-332-01-F1

11.2 Attachment B – Sample - DOE EMCBC Evaluation of Employee Suggestion Form, IP-332-01-F2

12.0 FLOWCHART – EMCBC Employee Suggestion Program.

EMCBC Employee Suggestion Program



Attachment A

DOE -EM Consolidated Business Center

EMPLOYEE SUGGESTION

FOR USE BY THE EMPLOYEE SUGGESTION MANAGER

SUGGESTION NUMBER

DATE RECEIVED

INSTRUCTIONS: Submit Original to Employee Suggestion Manager. Retain one copy for your file.

1. Name of Suggester	2. Title
3. Organization and Telephone Number	4. Building and Room Number
5. Supervisor's Name	6. Title of Supervisor
7. Title of suggestion	

8. I understand that this suggestion may be implemented only if advised by the government either by written notification or through practical application of the idea, within two years of the date of final action on the suggestion. I hereby agree that the use of this suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by my heirs, assignees, or me.

Date	Signature of Suggester	Signature of Cosuggester, if any	Date

9. Describe the present situation, condition, or activity that you believe should be changed or improved.

10. Describe your suggestion in detail. Give specific data on the tangible and intangible advantages to the government resulting from manpower or material savings, improved method, work simplification, or other improvements.

IP-332-01-F1

Attachment B

DOE - EM Consolidated Business Center

Evaluation of Employee Suggestion

Evaluation of Idea (Use Plain Paper for Continuation Sheet If Needed)

1. Suggestion No.	2. Name of Evaluator	3. Organization (include symbol)	4. Bldg/Rm No.

5. Employee idea is applicable to this organization. Summary of Expected Benefit follows:
(Attach justification or explanation. For tangible suggestions, attach computations to explain summary figures. For intangible suggestions, explain value and scope of application.)

Tangible (estimated net monetary benefits for first full year of operation after implementation.)				Intangible
Costs	Former method	Improved method	Savings	Value
Labor				☐ Moderate
Materials				☐ Substantial
Total				☐ High

6. ☐ Recommended Adoption in Whole (date) _____ ☐ Recommend Adoption in Part Only (specify)

☐ Merits Considered by Other Offices (specify) ☐ Recommend Adoption for Limited Period

Begin _____ End _____

Reason: Reason:

7. Subject matter of idea is outside of my responsibility and should be referred to ☐ DOE Office (specify) ☐ Other Government Agency (specify)

Reason

8. Signature of the Evaluator	9. Title of Evaluator	10. Date

Approval/Disapproval of Recommendation

(To be completed by an official who is at a higher organizational level than the evaluator. The approving official must have functional authority for the subject of the suggestion.)

11. Adoption approved in whole or in part and was (will be) implemented on _____ Adoption Disapproved

12. Title	13. Organization (include symbol)	
14. Signature	15. Date	16. Telephone No.

Employee Suggestion Manager

17. Statutory and Regulatory Review is Satisfactory ☐ Other (specify) _____

18. Name and Title	19. Organization (include symbol)	
20. Signature	21. Date	22. Telephone No.

IP-332-01-F2

EMCBC RECORD OF REVISION

DOCUMENT TITLE: EMCBC Employee Suggestion Program, IP-332-01 Rev. 0

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	New Procedure	All	12/21/2011