

Management System: Civil Rights and Diversity

Subject Area: Diversity and Inclusion

Program Description: EMCBC Employee Suggestion Program

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Revision Number: 0

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1.0 Purpose/Introduction

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 Policies – None

3.0 Roles and Responsibilities

Roles	Responsibilities
EMCBC Director:	<ul style="list-style-type: none"> • Delegate authority in writing, to Senior Management Team (SMT) to ensure the success of the program. • Delegate authority in writing, to the Office of Human Resource (OHR) to authorize awards.
EMCBC Senior Management Team (SMT)	<ul style="list-style-type: none"> • Comprised of the Assistant Directors, Deputy Director, and the Director • Take action on suggestions (concurrence/non-concurrence) referred by the Diversity Council. • Oversight of the implementation of approved suggestions. • Track implementation status for approved suggestions.

<p>EMCBC Office of Civil Rights and Diversity (OCRD) Assistant Director (AD)</p>	<ul style="list-style-type: none"> • The OCRD AD will appoint an EMCBC Diversity Council Member-At-Large to serve as the Employee Suggestion Manager (ESM). • The OCRD AD will, on a quarterly basis, report to the Director, Deputy Director, and ADs on the progress and statistics of the Employee Suggestion Program.
<p>Employee Suggestion Manager (ESM)</p>	<ul style="list-style-type: none"> • Responsible for the day-to-day operations of the program, including tracking and expediting a suggestion through the process.
<p>Diversity Council</p>	<ul style="list-style-type: none"> • Will meet monthly to review incoming suggestions and provide recommendations to the SMT as appropriate.

4.0 Approach

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.

4.1 Initiation, Receipt, and Review

4.1.1 Suggester initiates a suggestion by completing FM-OCRD-311B-04-F1, “Employee Suggestion Form”. 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.

4.1.2 Suggester prints a copy of completed FM-OCRD-311B-04-F1, “Employee Suggestion Form,” 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 FM-OCRD-311B-04-F1.

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

- 4.1.4 Upon receipt of FM-OCRD-311B-04-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.
- 4.1.5 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).

- 4.1.6 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.

4.2 Evaluation

- 4.2.1 If accepted the ESM will forward Form, FM-OCRD-311B-04-F1 to the Diversity Council for review.
- 4.2.2 The Diversity Council reviews merits of suggestion and provides an in-depth (when applicable) explanation of results, using FM-OCRD-311B-04-F2, "Evaluation of Employee Suggestion."
- 4.2.3 The Diversity Council forwards the complete FM-OCRD-311B-04-F2 to the ESM. The ESM logs the progress into their tracking system and forwards the form to the Senior Management Team (SMT).
- 4.2.4 The ESM will present the suggestion to the SMT.
- 4.2.5 The SMT will review the suggestion and recommendation according to the procedures as set in section 4.3.

4.3 Disposition of Suggestion

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

- 4.3.2 If the SMT approves the suggestion, they will notify the ESM of such (via FM-OCRD-311B-04-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.
- 4.3.3 If the SMT disapproves the suggestion, they will complete FM-OCRD-311B-04-F2 noting such and return the form to the ESM.
- 4.3.4 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 FM-OCRD-311B-04-F2 (unless the suggestion is anonymous).
- 4.3.5 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.
- 4.3.6 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:
 - 4.3.6.1 Issuance of an monetary incentive award, at supervisor's discretion, based on significant tangible benefits of adopted suggestions (if budget permits); or
 - 4.3.6.2 Issuance of an Honorary Award for adopted suggestions not recognized with any other incentive award.
- 4.3.7 ESM issues a quarterly report to the Director and OCRD on the status of all Employee Suggestions both pending and completed.

5.0 Requirements

- 5.1 DOE O 331.1C – Employee Performance Management and Recognition Program

6.0 Supporting Management Systems, Subject Areas, and Procedures

- 6.1 Management System Description, Records Management
- 6.2 SAP-OHR- EMCBC Incentive Awards and Recognition Program

7.0 Exhibits

7.1 Forms

7.1.1 DOE EMCBC Employee Suggestion - FM-OCRD-311B-04-F1

7.1.2 DOE EMCBC Evaluation of Employee Suggestion - FM-OCRD-311B-04-F2

7.2 Flowchart – EMCBC Employee Suggestion Program

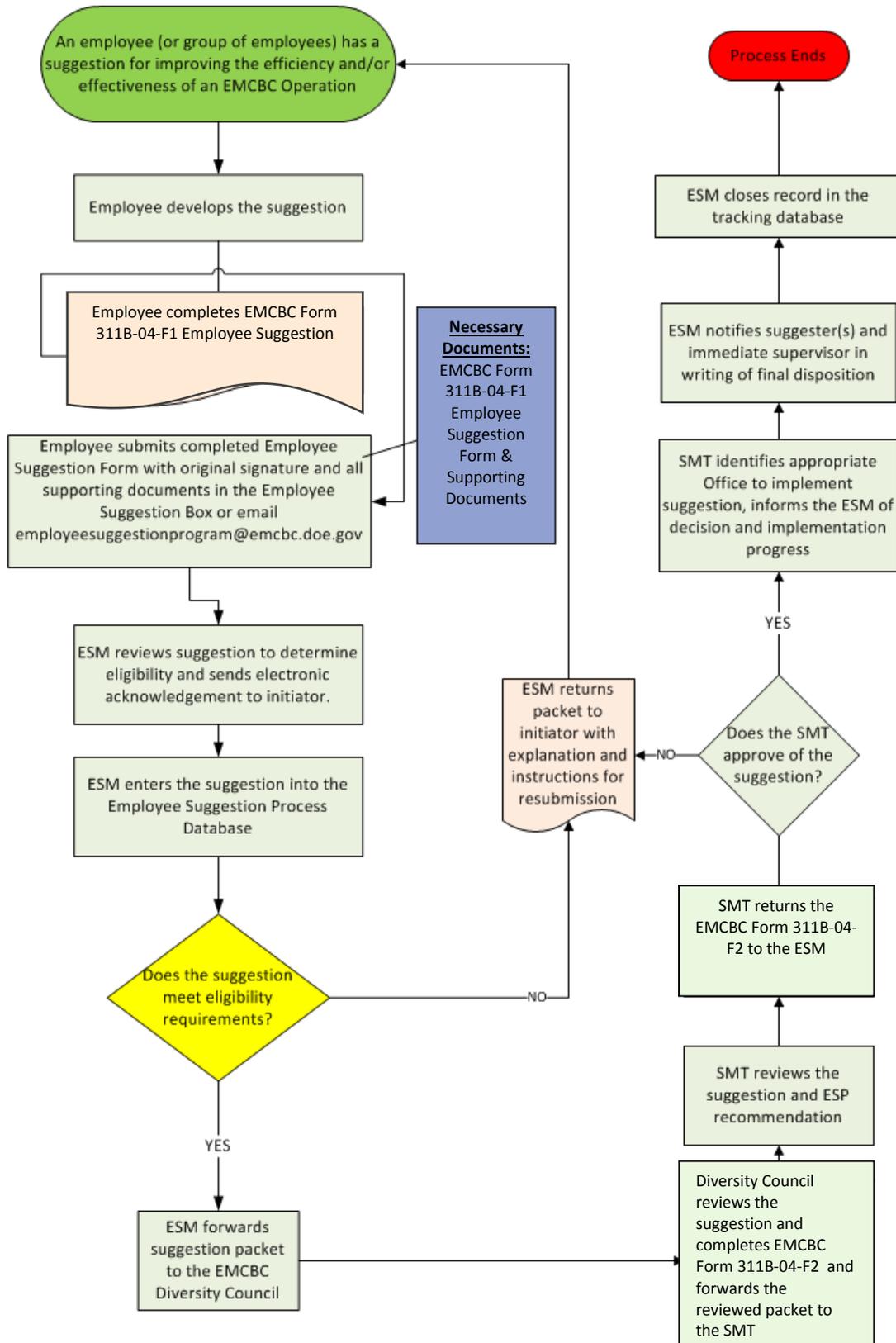
8.0 Definitions – See Master Definitions List

9.0 Records Generated

Records generated through implementation of this program description are identified as follows and are maintained by the Office of Civil Rights and Diversity in accordance with the EMCBC organizational file plan.

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM-16-01.2	Management Improvement Programs. Employee Suggestion Program Records – both paper and electronic.	Office of Civil Rights and Diversity (OCRD)	Not Applicable

EMCBC Employee Suggestion Program



EMCBC RECORD OF REVISION

DOCUMENT TITLE: EMCBC Employee Suggestion Program

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	New format	All	9/16/14