



COLUMBIA COUNTY INNOVATIVE INCENTIVES PROGRAM

- POLICY:** All Columbia County employees are being given the opportunity to make suggestions for improvements. The eligible ideas must directly contribute to the economy or efficiency of the county; the effectiveness and performance of the county government functions; improve office procedures, forms or methods; save time and materials or propose a new way to reduce costs and ways to improve service.
- COMMITTEE:** The Suggestion Review Committee shall consist of the Deputy Chairman of the Board of Supervisors (Kevin McDonald), the leader of the Republican Caucus (Matt Murell) and the leader of the Democratic Caucus (William Hughes).
- INFORMATION:** A County employee(s) with an idea/suggestion that the Suggestion Review Committee judges as very useful will receive a certificate of recognition with their name (s) on it and the year it was acknowledged at a regular monthly meeting of the Columbia County Board of Supervisors. The Suggestion Review Committee will review the idea/suggestion that it is implemented throughout the year and determine if the same has resulted in a more efficient and economical operation of County government. If so, the employee will receive a monetary award ranging from \$50.00 to \$500.00 depending on the savings generated by the implementation of the suggestion. Awards given to a group will be divided between the group.
- PROCEDURE:** Suggestion Forms can be obtained in each County Department, the Board of Supervisors or on the County website. The two page form is to be completed and dropped off at the Board of Supervisors, at 401 State Street, Hudson, New York in the designated Suggestion Box. The Suggestion Box is checked every day by the Clerk of the Board of Supervisors, who opens them, keeps the original suggestion and gives a copy of each suggestion to each member of the Suggestion Review Committee WITHOUT the name of the employee who made the suggestion on the form. The Suggestion Review Committee does not know the name of any employee who submits a suggestion until after the Review Committee has determined that the suggestion deserves recognition. The Suggestion Review Committee meets once a month to go over any suggestions received and then a letter is composed by the Review Committee and sent to the employee notifying them whether or not the suggestion will be investigated further or if it merits recognition by the Board of Supervisors.
- The monetary award for all winning suggestions can range from \$50.00 to \$500.00 depending on the savings generated by the implementation of the suggestion. All suggestions that are implemented will receive 10% of their generated savings up to a maximum incentive of \$500.00. All financial incentives will be given in the form of a gift card.



**COLUMBIA COUNTY BOARD OF SUPERVISORS
401 STATE STREET, HUDSON NEW YORK 12534**

Columbia County Innovative Incentives Program Suggestion Form

Columbia County welcomes, encourages and rewards exceptional, useful and meritorious suggestions from County employees which increase the efficiency, economy and/or the effectiveness of Columbia County Government.

Eligible ideas include, but are not limited to such items as:

1. Directly contribute to economy or efficiency
2. Directly increase effectiveness in the performance of a function of County government
3. Improve office procedures, forms or methods
4. Save time and materials
5. Propose new ways to reduce costs, eliminate delays or improve service.

The authors of all suggestions whose use is approved and put into effect will receive recognition by the Columbia County Board of Supervisors and a token of their appreciation. After verification of the usefulness, economy or effectiveness of the idea, an incentive of some monetary value will be issued to the author or authors.

Please fill out the information below and place the essential points of your suggestion on the attached page. This form is to be placed in an envelope and dropped into the suggestion box found in the office of the Board of Supervisors at 401 State Street, Hudson, New York. The second part of this form will be detached by the Clerk of the Board and both pages numbered so as to allow the Suggestion Review Committee to evaluate your suggestion without bias. All suggestions will be acknowledged, and authors will be informed in writing as to whether their suggestion was accepted or denied by the Review Committee.

Thank you for taking the time to offer a suggestion which may improve the financial well-being or the effectiveness of Columbia County. The Suggestion Review Committee has a 30 day period to evaluate a suggestion. Suggestions which are not adopted, remain active for an equity period of one year following notice of disapproval.

Name(s) _____ Email address _____

Department _____ Phone _____

Title and Grade _____ Address _____

Signature(s) _____

(I/We understand that if my/our suggestion is implemented, and an award given, the suggestion and my/our name(s) become public information. To maintain anonymity, I /we also understand I/we will not discuss my/our suggestion with any Supervisor)

Date Received _____

Suggestion Number _____



**COLUMBIA COUNTY BOARD OF SUPERVISORS
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Columbia County Innovative Incentives Program Suggestion Form

Suggestion Number _____

I SUGGEST...

(describe or outline your idea)

My Suggestion is addressing...

(Please describe the current condition or procedure that your suggestion will address or correct.
You may attach photos or diagrams)

This is how I would implement my suggestion...

(what steps would need to be taken and where would your suggestion work best for maximum effect. You may attach photos or diagrams or extra pages)

The improvement(s) realized will be...

(what would the financial savings be or how would efficiency be improved)



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**Columbia County Suggestion Program
Suggestion Program Check List
Suggestion Program Evaluation Form**

Suggestion Number _____ Review Date _____

1. Was form properly completed? yes no

If no, what is missing? _____

2. Does the suggestion duplicate a previously submitted idea? yes no

3. Could the suggestion directly contribute to a cash savings for the County? yes no

4. Could the suggestion directly increase the efficiency of County Government? yes no

5. Could the suggestion increase the effectiveness of a function of the County? yes no

6. Is the suggestion appropriate and in an eligible category? yes no

7. Is the suggestion related directly to:

Customer Service yes no

Employee Morale yes no

Safety yes no

7. Are photos, diagrams or extra pages attached yes no

If not, are they needed? yes no

8. What would your next step be in this process?

Refer back to the suggestion for more information

Have a department head review the suggestion

Have the suggestion reviewed by an "expert"

Inform author that the suggestion does not meet our criteria

Other _____

9. Comments: _____

Reviewer: _____



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401 STATE ST., HUDSON NY 12534**

**Columbia County Innovative Incentives Program
Suggestion Program Check List
Suggestion Program Evaluation Form**

Suggestion Number _____ Review Date _____

All scores given below must range from 1 to 10 with 1 being the lowest score for the poorest condition of the question and 10 being the highest score for the most exceptional condition of the question.

- ____ 1. The length of time, in years, that this suggestion will result in savings or improved efficiency.
- ____ 2. This suggestion will result in a savings to the County of \$500 or more.
- ____ 3. This suggestion will improve the efficiency or effectiveness of a function of Columbia County Government or Services.
- ____ 4. Will this suggestion be relatively easy to implement in Columbia County.
- ____ 5. Is the suggestion technically feasible and in accordance with legal requirements.
- ____ 6. This suggestion can be used in every department of Columbia County Government.
- ____ 7. This suggestion could also be adopted by other political subdivisions in Columbia County.
- ____ 8. This suggestion will improve the delivery of services or information to Columbia County Residents.
- ____ 9. This suggestion has been carefully thought out and explained.
- ____ 10. This suggestion is innovative and original

_____ Total Score

Comments:

Positive _____

Negative _____

Evaluated by _____ Date Evaluated _____