



# MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.04

VOLUME: 1

SUBJECT: Employee Suggestion Plan

SIGNED: \_\_\_\_\_

DATE: 1/29/2019 - revised

Chris J. Mullins, Fire Chief

**PURPOSE OF PLAN:** This plan, adopted October 13, 1998, is implemented for the purpose of encouraging employees of the City of Mountain Brook to actively seek ways of improving processes that would result in better service to the public, improvements in revenues, or reductions in expenses to the City of Mountain Brook.

### **Eligibility:**

All employees except those at the level of Department Head or higher are eligible to participate in this plan. Those not eligible include temporary employees, contractors, and vendors.

### **Requirements:**

All suggestions must be submitted on the provided Suggestion Form. The suggestion must include details of the proposal and the anticipated benefit, usually expressed in annual savings, or other benefits resulting from the suggestion. Attachments are encouraged, if necessary, to describe the benefits of the suggestion. The form must be signed and dated by the suggesting employee and also signed by the employee's supervisor which indicates the supervisor's recommendation. The Department Head of the employee should sign the suggestion to indicate acknowledgement of the suggestion. If more than one employee is involved in developing the suggestion, each employee should sign and date the suggestion. Suggestion forms should be addressed directly to the City Manager.

### **Evaluation Committee:**

The Suggestion Evaluation Committee will be composed of the City Manager, Mayor, Finance Director and an appointee by the Council President. The acceptance or rejection of suggestions and recommended amount of monetary awards will be made by this Committee. The committee will meet at least every other month when suggestions have been submitted.

### **Award Level:**

Monetary awards will depend entirely upon the evaluated benefit of the suggestion and will vary between \$50 and \$1,000 for each approved suggestion. The award will be divided equally among those submitting the suggestion if more than one person is listed as a contributor of the suggestion.

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## Approval Levels:

Suggestions which receive favorable approval and are to be implemented shall be approved as follows:

- Awards of \$50 and up to \$200 by the City Manager and Mayor;
- Awards greater than \$200 must also be approved by the City Council.