

STATE OF MAINE
DEPARTMENT OF PERSONNEL

DATE: October 29, 1984

PERSONNEL MEMORANDUM 7-84

TO: Heads of Departments and Agencies
FROM: GUIDELINES FOR THE MAINE STATE EMPLOYEES SUGGESTION
SYSTEM

On September 28, 1984, the Suggestion System Board voted to make changes to the Employee Eligibility section of the subject guidelines, and to clarify the submission procedure for agency-specific suggestions.

The following changes were made to the Eligibility Section:

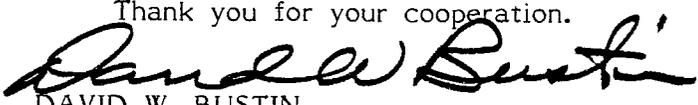
1. Project and temporary employees originally excluded were ruled eligible to participate.
2. The legislative reference for unclassified employees was changed from 5 MRSA, §711 to 5 MRSA, §§932-952, to reflect recent changes to Personnel Law.
3. The staff person of the Award Program to be excluded was identified by title.

These changes to the eligibility criteria have been made to Section 7, Employee Eligibility, on replacement page 3 to the guidelines (enclosed).

The change to clarify the Board's intent with respect to agency-specific suggestions has been made by adding a final paragraph to Section 9 on replacement page 5 to the guidelines (enclosed).

Please ensure that pages 3 and 9 of the original guidelines are removed and replaced with these replacement pages.

Thank you for your cooperation.


DAVID W. BUSTIN
COMMISSIONER

ATTACHMENTS

Section 7 Employee Eligibility

All employees within the classified and unclassified services are eligible except:

- (a) Employees in positions listed in Title 2, Sections 6, 6A, 6B and 7 or Title 5, Sections 932 - 952 (Major policy positions); and
- (b) The Suggestion System Administrator (see Section 3 of the Guidelines).

Section 8 Eligibility of Suggestions

- (a) Suggestions must concisely identify a condition or procedure in which productivity or efficiency can be improved and recommend a specific remedy for that condition or procedure for improved productivity or efficiency.
- (b) Suggestions must result in a measurable cost savings, and estimates must be a part of the suggestion submission.
- (c) Suggestions must be submitted on the official Employee Suggestion Submission Form.
- (d) Suggestions may be rejected for lack of sufficient information.
- (e) Suggestions pertaining to the following will NOT be eligible:
 - i. Opinions or suggestions which do not offer a specific solution or procedure for implementing the suggestion;
 - ii. Suggestions to improve or correct conditions which exist only because established policy and procedures are not being followed;
 - iii. Suggestions which duplicate a suggestion previously submitted;
 - iv. Suggestions to eliminate, lower, or raise fees or taxes levied by the State;
 - v. Matters which are considered to be part of the normal job responsibilities of the employee;
 - vi. Matters which are the result of assigned or contracted audits, studies, surveys, reviews or research;

- (j) Suggestions will normally be subject to final determination within fifty-five (55) days from the date of submission. The Board may reasonably extend this time period if necessary.
- (k) Each suggestion, committee evaluation and the corresponding Board decision will be retained in a Central File maintained by the Suggestion System Administrator, and copies will be provided to the Suggestion System Coordinator of the department(s) involved.

Employees are encouraged to submit agency-specific suggestions to the System Administrator through their departmental coordinators. In this way, the departments involved may implement these agency-specific suggestions at the same time that they are being processed for award consideration.

Section 10 Modification of Ideas

An employee is eligible for an award even though his/her suggestion is adopted in a modified form.

Section 11 Duplicate Suggestions

- (a) Each suggestion will be reviewed to determine whether it is a duplicate of or similar to a suggestion which has already been submitted or adopted.
- (b) If duplicate suggestions are received, the one with the earliest date of receipt will be eligible for consideration and all others will be ineligible.

Section 12 Group Suggestions

Group suggestions will be determined on the same basis as if the suggestion had been submitted by one employee and the award will be divided equally among the employees in the group.

Section 13 Deceased Employees

In the case of a deceased employee, the award will be paid to the employee's heirs or estate.