

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources
May 16, 1994

HUMAN RESOURCES MEMORANDUM 2 -94

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: Employee Suggestion Awards Program

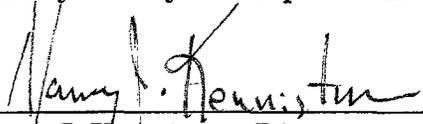
The purpose of this Human Resources Memorandum is to provide statewide notice of changes to the legislation that governs the administration of the Employee Suggestion Awards Program. These changes are:

1. The maximum cash award for adopted suggestions has been increased from 10% of the first year's estimated savings or \$2,000, whichever is less to **10% of the first year's savings or \$10,000 whichever is less**. This increase to the cash award is temporary, and applies only to suggestions that are submitted and received prior to July 1, 1995.
2. Employee suggestions that do not have any identifiable cost savings, but that result in improved services or operations for a State department or agency, are also eligible for a cash award - provided that a cash award is recommended by the department or agency head affected by the suggestion. A cash award for this purpose may not exceed \$100.00.
3. The Suggestion Awards Board can not approve an award for a suggestion that generates savings through a reduction in services, unless the suggestion identifies a duplication of services.

Please communicate these changes to your employees as soon as possible.

In addition, the Bureau of Human Resources has designed a flyer that will be distributed with employee pay checks to further promote the temporary increase to the cash award maximum. A copy of the format for this flyer is enclosed.

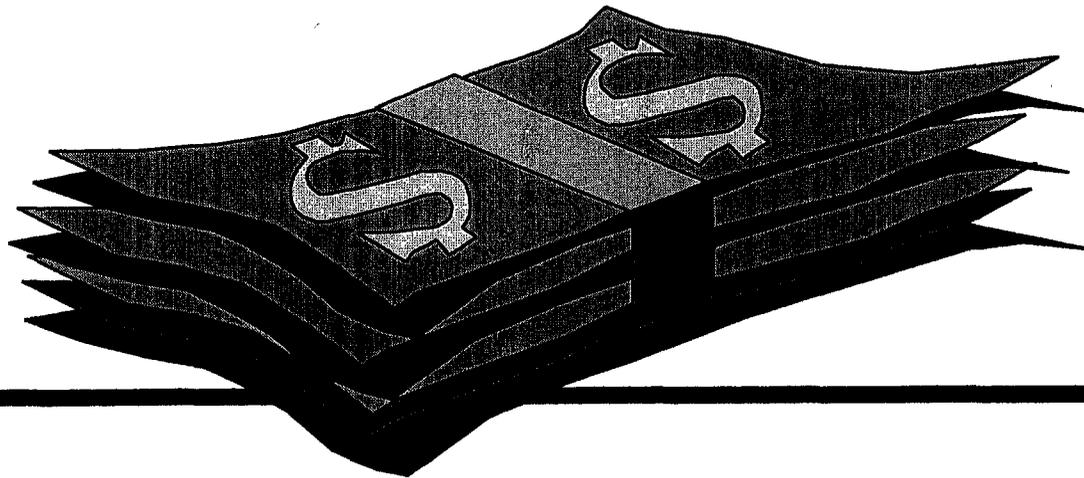
Thank you for your cooperation.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

enclosure

ATTENTION STATE EMPLOYEES
THE STATE OF MAINE NEEDS YOUR HELP



YOUR GOOD IDEAS ARE WORTH CASH!

The Employee Suggestion Award Program has been revitalized! Come up with an idea to save \$100,000 and take home \$10,000. From now to June 30, 1995, the cash award for adopted suggestions is 10% of the first year's savings or \$10,000, whichever is less. Contact the Suggestion Coordinator of your department for application forms and assistance.