

CLASSIFICATION: All Personnel

ADOPTED: 8/12/92

REVISED: 5/10/95

SUBJECT: Incentive Development through Employee
Actions and Suggestions (IDEAS) Program

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Appropriate suggestions to improve productivity, reduce costs, maintain a safe workplace, and provide more effective services to school districts are encouraged. The County Superintendent of Schools establishes the following regulations for an Incentive Development through Employee Actions and Suggestions (IDEAS) Program to invite such improvements.

ELIGIBILITY

All classified support employees of the County Superintendent of Schools are encouraged to submit suggestions for adoption. All classified support employees are eligible to receive certificates of recognition and monetary awards.

INCENTIVE DEVELOPMENT THROUGH EMPLOYEE ACTIONS AND SUGGESTIONS (IDEAS) COMMITTEE

Membership and Meeting Schedule

The IDEAS Committee will provide oversight of the program and review of the suggestions submitted for adoption. The committee shall be composed of one (1) representative from each of the following groups: Association of Educators (A of E); County Office Management Employee Team (COMET); California School Employees Association (CSEA); Cabinet (Assistant Superintendent); classified support employee member-at-large selected by the committee, and a member-at-large (e.g., Parent Teacher Association, community, business, etc.) appointed by the County Superintendent of Schools. The assistant superintendent designated by Cabinet shall serve as chairperson. Committee members shall serve for one (1) year beginning July 1 and ending June 30.

The IDEAS Committee shall meet monthly if a suggestion(s) has been submitted for review. The committee shall respond to suggestions within thirty (30) days after receipt.

Committee Responsibilities

1. Review all suggestions thoroughly and fairly.

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2. Request further information and investigation if deemed necessary. The committee may call upon any employee for information on the evaluation or implementation of a suggestion.
3. Recommend to the County Superintendent of Schools suggestions for adoption and the appropriate award.
4. Keep minutes and maintain records as may be required for the orderly conduct of the committee's business.
5. Notify all suggesters of the County Superintendent of Schools' determination.

AWARDS

All awards will be commensurate with the savings/benefits and not to exceed one hundred dollars (\$100). Awards will be recommended for suggestions which are within one or more of the following categories:

1. Tangible Savings Awards are for suggestions which result in the savings of materials or equipment or increased revenue.
2. Productivity Savings Awards are for suggestions which reduce the amount of time to complete a particular task.
3. Intangible or Noncalculable Benefits Awards are for suggestions which improve services to school districts and/or the public; reduce or eliminate safety hazards; increase employee morale; or simplify procedures.

SUGGESTIONS

All suggestions:

1. Shall be written by or on behalf of an employee of the County Superintendent of Schools.

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2. Shall be submitted to the chairperson of the IDEAS Committee for consideration.
3. Shall be submitted on the IDEAS Format, (available on Unysis/MAC/PC, see Exhibit 1) and clearly contain identification of the problem(s), the proposed suggestion's solution(s), and benefit(s).
4. May be submitted by more than one (1) employee in which case the award shall be shared equally.
5. Shall comply with Education Code requirements.

Ineligible Suggestions

1. Those which are duplications of previously submitted suggestions.
2. Those suggestions proposing staffing or classification changes.
3. Those suggestions not within the County Superintendent of Schools' authority to implement.

Patentable Suggestions

If the IDEAS Committee deems the suggestion worthy, it may recommend to the County Board of Education and the County Superintendent of Schools that the County Superintendent of Schools pursue the patentability for said suggestion. All benefits from the patent shall accrue to the San Diego County Office of Education.

Appeals

Employees may appeal the disposition of their suggestions by resubmitting the suggestion to the IDEAS Committee via the chairperson. The request for reconsideration shall be on the IDEAS Format and contain further information to support and substantiate the suggestion.

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IMPLEMENTATION OF ADOPTED SUGGESTIONS

The assistant superintendent(s) for the division(s) to which the suggestion applies will work with staff to implement the adopted suggestion.

DISSEMINATION OF INFORMATION REGARDING THE IDEAS PROGRAM

1. On initiation of the IDEAS Program, all employees of the County Superintendent of Schools will receive information on the program. The IDEAS Format will be made available to all classified support employees upon request.
2. Personnel staff will provide information of the program to all new classified support employees as part of the new employees' orientation program.
3. The IDEAS Committee will maintain the responsibility of promoting the IDEAS Program.

REVIEW AND EVALUATION OF THE IDEAS PROGRAM

The Assessment and Planning section shall conduct an annual evaluation of the IDEAS Program operations and shall submit its findings to the County Superintendent of Schools. The evaluation shall include an assessment by each committee member and suggester.

Board Policy No.: 4016

Derivation: Administrative Regulation 4309 Adopted 8/12/92. Renumbered 4016, 5/10/95.

Legal Reference: Education Code
44015

Do Not Write in This Block
Suggestion Number:

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IDEAS

Name		Position/Title	
Division	Mail Station	Tel. No.	Date Submitted
Suggestion Title			

Instructions for completion:

1. Use a separate form for each suggestion. Type or print legibly in ink.
2. Fill in all sections. Please be complete, clear and specific. Attach (drawings, photos, maps, charts) if they will help explain your idea. Complete this format* allowing as much space as needed for A, B, & C.
3. Sign completed form. If this is a joint suggestion, it must be signed by all suggesters. Mail form to:

Incentive Development through Employee Action and Suggestion
IDEAS
San Diego County Office of Education, 6401 Linda Vista Road, Room 409
San Diego, CA 92111-7399

- A. THE PROBLEM(S):** Describe the existing method, procedure, situation and/or problem you hope to improve.
- B. SUGGESTION(S) OR SOLUTION(S):** Explain your ideas that will correct or modify the above situation.
- C. BENEFIT(S):** Describe the positive results of your suggestion if it is implemented (savings - time and/or monetary, improved efficiency, etc.).

I agree that the use by the County of this suggestion shall not form the basis of a future claim upon the County Office of Education by me, my heirs, successors or assigns.

Signature(s)

Date of Submission

RECOMMENDATION BY COMMITTEE: <input type="checkbox"/> NON-ADOPT <input type="checkbox"/> AWARD \$_____	SUPERINTENDENT'S ACTION: <input type="checkbox"/> NON-ADOPT <input type="checkbox"/> AWARD \$_____
_____ Superintendent's Signature Date	

*Macintosh: Open Ideas Format, do a Save As and give new document a name. Fill in form.
 *Unysis: Press Open and type in a new document name. Go down to the line that says Copy From and type in <prn> Ideas.Format. Press Go.
 *PC:
 For format assistance, contact Office Systems Unit (OSU) 292-3858.

Copy 1 - IDEAS Committee
 Copy 2 - Supervisor (Info only)
 Copy 3 - Originator