

CITY OF PENSACOLA

EMPLOYEE AWARD OF EXCELLENCE

Mayor Hayward's 20 Solutions for 2011--- *TAKING ACTION*

"Develop a cost reduction incentive plan for city employees who find ways to cut the budget"

Purpose of Program

ENCOURAGE AND RECOGNIZE EMPLOYEES

Original Idea Clearly Identifies *Method or Device

IMPROVE

- Productivity
- Safety
- Quality
- Cost Effectiveness

... of City Services and Operations

Categories

- Tangible - Net Cost Saving Ideas
- Intangible – Beneficial but cannot be measured in Dollars
- Promote Safer Practices and Procedures
 - Improvements in Service to the Public
 - Changes in Procedures
 - Enhancements to Working Conditions

Show Me The Money

CASH AWARDS

\$25-\$2,500

Tangible Award - 10% of the estimated first year's net savings or net increase in revenue with a cap of \$2,500

Intangible Award - \$25 -\$500

Procedures for Submitting

- Human Resources
- Employee Award of Excellence Form
- Forward to Proper Administrator and/or Executive Director who is expert in the field
- Appoint Qualified Review Team
- Evaluate, Investigate, Approve

EXAMPLES

Court Employees -Developed a new schedule procedure which eliminated the need for overtime pay for attendance at week-end advisory sessions. Procedure saved approximately \$80,000 per year. Each team member was awarded \$625 for this cost savings procedure.

Permit Clerk -Suggested a procedure to e-mail copies of Contractor Permits to the contractors and applicants instead of mailing these large documents. Her cost savings idea was implemented and she was awarded \$75.00.

Airport Worker -Developed and fabricated a mechanical braking system on portable passenger ramps. This braking system resulted in the elimination of tire replacement which had occurred approximately ten times in the course of a year. He was awarded \$357.10 for this cost savings suggestion.

Records Clerk -Suggested that all Recording Services customers who mail in documents be required to submit a self-addressed stamped envelope for the return of the recorded documents. She was awarded \$100 for her suggestion.