

## ADMINISTRATIVE ORDER NUMBER 6-8.1

### SUBJECT: Idea\$ Pay

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**Responsible Department: City Manager**

**Date Issued: 10-18-1999**

**Date Revised: 10-29-2018**

**Approved: (*Signature on File*)**

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### **Purpose**

To provide a City-wide program that encourages, fosters and promotes the development, submittal and implementation of individual/team-based employee ideas that increase the City's efficiency, service to the public or makes working conditions safer.

### **Policy**

It is the policy of the City of Fresno to reward individual/team-based employees for actively engaging in the process of improving City government. Employee ideas serve as the key to innovation, accountability and creative approaches to provide more effective and efficient service to the community we serve.

### **Procedures**

#### **1. Definitions**

The following definitions apply to the Idea\$ Pay (\$P) program.

- a. **Idea\$:** An idea submitted for consideration must be written, concise, and must create significant cost savings, generate substantial new revenues, or result in a significant improvement in the quality of service or the working environment. The idea may be new and original, or may involve a new application of an old idea.
- b. **Eligibility:** Except for the City Manager and staff, council, staff, department/division heads, all individual/team-based employees are eligible to participate. However, if an eligible employee(s) separates from City service in good standing between the time an idea is submitted for consideration and the presentation of a \$P award, the employee remains eligible for the award. In the event of death of a separated employee(s), any cash award is paid to the beneficiary or estate.

The identity of the participant(s) is known only to the Department Director, and is not disclosed until after the final disposition of the submitted idea.

- c. **Criteria for Eligibility:** All constructive ideas are welcome, however, some are not considered eligible for consideration. Examples of ineligible ideas are:
- Ideas must not be in use prior to the date of submittal.
  - Ideas already under consideration by the City prior to the date an idea is submitted.
  - Ideas the Department Director considers to be part of an employee's normal duties.
  - Ideas that are not economically or operationally feasible.

## 2. Submittal

Ideas must be in writing on the attached standard form, and submitted to the individual/team-based employee's current Department Director who will review the idea. Additional supporting documents may be attached. Ideas are to be written clearly and concisely. It is suggested that the idea be carefully thought through, and consideration given to costs, implementation, savings, benefits, and how the plan can be accomplished.

- a. The Department Director will analyze the idea, obtain input from affected departments and technically qualified staff, and prepare a recommendation report to the City Manager. The Department Director may request additional information on the idea, recommend to the City Manager that the idea be implemented, recommend the type and amount of award, or reject the idea and cite the basis for the rejection.
- b. If an idea is not initially approved, but is put into effect within a three-year period after the date submitted, and provided conditions at adoption remain unchanged after the idea was submitted, the employee(s) will receive the City Manager-approved award.

## 3. Awards

Monetary awards are given to eligible employees for ideas that are City Manager-approved and implemented within three years from the date of submittal. The amount of an award is recommended by the Department Director and is based on the significant effect of the idea. The minimum award is \$100, the maximum \$5,000. Eligible team-based participants are each, individually, to share the approved award amount (e.g., City Manager approves a \$400 award for an eligible team comprised of four employees; each employee would receive \$100).

Ideas resulting in indeterminate cost savings, new revenue, service improvements or improved working environment may be awarded a Certificate of Merit or monetary award of up to \$500 as deemed appropriate by the City Manager.

Pay monetary awards are defined as wages by the Internal Revenue Service Bureau, and is subject to withholding tax as with a regular pay check. However, such awards are not considered salary, wages, or earnings for the purposes of overtime, retirement, disability insurance, etc. This policy is appealable/grievable solely to the City Manager, whose recommendation is final.

**CITY OF FRESNO  
IDEA\$ PAY FORM**

<b>Date Received:</b>		<b>Ideas No.</b>	
<b>Problem Statement:</b> (Please print or type)			
<b>Solution:</b>			
<b>Savings/Benefits/Effect:</b>			
(Additional documents may be attached.)			
<b>Fill in Completely</b>			
<b>Name</b>	<b>Title</b>	<b>Phone No.</b>	<b>Department</b>
<b>(Do Not Write In This Space)</b>		<p>The use by the City of Fresno of my/our idea, stated above, shall not form the basis of a further claim of any nature upon the City by me/us, my/our heirs or assigns. <b>(Idea will not be accepted if the form is unsigned.)</b></p>	
Date:			
	Processed for Analysis		
	Analysis Completed		
	Action by Director	Signature:	
<input type="checkbox"/> Approved		If team-based idea, all signatures are required:	
<input type="checkbox"/> Disapproved			
Action by CAO			
Award Made			