Welcome!
Encourage and reward meritorious suggestions by state employees

Promote efficiency and economy in state government.

Provide a fair and consistent process for reviewing state employees’ suggestions
Agenda

• Introduction/Background
• Marketing
• Employee Suggestion Program
• Teamwork Incentive Program
• ESP/TIP Processes
• Further Resources
Program History (1982-2011)

• The Productivity Board was established in 1982 by RCW 41.60.

• Provides a mechanism for government agencies to reward their employees for cost-saving and/or revenue generating ideas.

• Put on hold in 2011 during mortgage crisis.

• At its peak: averaged one suggestion per business day, totaled $58M saved in the ideas’ first years, $1M awarded to state employees

• ROI: $9.48 in savings for every $1.00 spent, 848%
Productivity Board Objectives and Values

• Provide an equitable and impartial evaluation

• Encourage and champion good ideas that highlight employee talents and abilities

• Drive employee engagement
  o Recognition
  o Ownership and pride in individual/team contributions
  o Cash awards

• Ensure that adopted suggestions are implemented and tracked as approved
Agency Program Marketing

- Coordinators are the main agency promoter of the Productivity Board.
- They are the main point of contact for employees, agency leaders, and the Productivity Board.
- They help run the processing of suggestions with agency and the Productivity Board.
Agency Program Marketing

- Include us in new employee orientations
- Invite us to present at your staff/leadership meetings
- Include in internal and external communications
- Posters, handouts, giveaways
Agency Program Marketing

Presented to
DAVID JUNIUS
With Appreciation For Your Suggestion to
the Productivity Board
You are part of the solution!

Steve R. Hobbs
Secretary of State
Agency Program Marketing

Got an idea?
Share a new idea or photos of existing ideas for the Productivity Board. Ideas can be submitted through the Productivity Board website or via email to Productivity@wasecretary.org.

Contact the Productivity Board
- Phone: 360-753-1234
- Email: Productivity@wasecretary.org
Agency Program Marketing

Washington State Productivity Board

- Employee Suggestion Program
- Teamwork Incentive Program
- Frequently Asked Questions (FAQs)
- Productivity Board Resources
Food processor saves production cost with Ecology pollution prevention grant

Our toxics reduction experts are working with the J.M. Smucker Company to evaluate cleaning systems at one of Smucker’s leading fruit processing facilities in Grandview, Wash. How much will they save? Check our blog to find out:

https://ecology.wa.gov/.../food-processor-saves...

#P2 #pollutionprevention #toxicreduction
Employee Suggestion Program (ESP)

• The Employee Suggestion Program provides up to $10,000 to individuals whose adopted single-solution ideas save money, generate revenue, and/or improve services within state government.
Employee Suggestion Program

- Suggestions must be submitted, evaluated and approved prior to implementation to be eligible for an award.
- The suggester must research the suggestion prior to submitting an idea. A suggestion must be submitted online or by hard copy.
- 10% of the first-year savings awarded to the employee, with a maximum of $10,000.
Special Case Suggestions

• Multiple Agency Suggestions (MAS): each agency will have their own coordinator and evaluator and those teams will work together.

• Employees may make suggestions for other agencies.

• Statewide suggestion: PB staff will identify one small, medium, and large agency to evaluate separately.
Teamwork Incentive Program (TIP)

The **TIP** provides cash incentives for teams that propose and implement cost saving/revenue generating ideas.
Teamwork Incentive Program

• TIP teams can be awarded up to 25% of net savings or revenue, each member of a team can receive up to $10,000.

• The percentage awarded is determined by the agency.

• Applications need agency approval and can be submitted before or after the implementation.

• Project period can be up to one year
Examples of Savings

A Washington State Patrol trooper suggested that WSP have each local district enter low-bid contracts for tow services. The suggestion saved $64,000.

A TIP team at WSDOT helped the agency eliminate outside vendor fees by creating an entirely new management and reporting system for its field inspectors. The new system saved the agency $422,480 in the first year.
Stakeholders

• Productivity Board Staff – promote and administer ESP/TIP

• **Coordinators**
  • Promote PB programs at all levels of your agency (management, HR, line staff)
  • Facilitate communication/evaluation within your agency

• Evaluators – subject matter experts that are selected to review and make recommendations on proposals

• Productivity Board Members – serve an oversight function; review/approve awards, award amounts, team participation (TIP only), and appeals (ESP only)
## Board composition

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Appointed by</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Steve Hobbs</td>
<td>SOS</td>
<td>Steve Hobbs</td>
<td>Ex-Officio</td>
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<tr>
<td>Mia Navarro</td>
<td>OFM</td>
<td>David Schumacher</td>
<td>Ex-Officio</td>
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<tr>
<td>Miranda Cavender</td>
<td>DES</td>
<td>Tara Smith</td>
<td>Ex-Officio</td>
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<tr>
<td>Pete Kmet</td>
<td>Lieutenant Governor</td>
<td>Denny Heck</td>
<td>Experience in administering incentives</td>
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<tr>
<td>Ashley Fueston</td>
<td>WFSE/AFSCME</td>
<td>Secretary of State</td>
<td>Experience in administering incentives, bargaining unit representative</td>
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<tr>
<td>Sybill Hyppolite</td>
<td>WSLC</td>
<td>House Speaker</td>
<td>Experience in administering incentives</td>
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<tr>
<td>Mandeep Kaundal</td>
<td>Results Washington</td>
<td>Secretary of State</td>
<td>Civil service employee</td>
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<tr>
<td>Shad Bell</td>
<td>Board of Nursing</td>
<td>Secretary of State</td>
<td>Civil service employee</td>
</tr>
<tr>
<td>Jen Gilliard</td>
<td>SPSCC</td>
<td>Secretary of State</td>
<td>Higher education employee</td>
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ESP Cycle

1. Employee submits idea
2. PB Staff determines eligibility
3. Agency evaluates for feasibility
4. Awarded 10%
5. Recommendation to board
current problem

proposed solution

cost/benefit analysis

Job Title

Does this suggestion fall within your regular job duties?

☐ Yes

☐ No

Please describe the present methods, practices, or problem you identified in simple terms. *

Please summarize your proposed solution in a brief and concise manner. *

Please provide the cost-benefit analysis of the anticipated savings that will result from the suggestion. If no cost savings will be derived, please enter "not applicable". *

Please describe the method used to calculate savings. If no cost savings will be derived, please enter "not applicable". *
## Cost/Benefit Analysis Worksheet

This worksheet should be completed if tangible benefits are anticipated. Calculations need to be based on first year (FY) savings and/or revenue.

Completed by: [ ] suggester [ ] evaluator

### A. Current Annual Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total</th>
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- Total Current Annual Costs: $0

### B. Proposed FY Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Quantity</th>
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- Total Proposed FY Cost: $0

If there are any implementation costs, they will be deducted from net savings.

- Implementation Costs: $0
- Net FY Savings: $0

The cost of implementation should be amortized if appropriate. Check if applicable:
- Amortize total cost over ___ years
- Amortize capital expenses (e.g., equipment) cost over ___ years

### C. Current Annual Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Revenue</th>
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<tr>
<td></td>
<td>$0</td>
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- Total Current Annual Revenue: $0

### D. Proposed FY Revenue

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<tr>
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</table>

- Total Proposed FY Revenue: $0

If there are any implementation costs, they will be deducted from net revenue.

Please contact Productivity Board staff or your Agency Coordinator if you have questions about completing this worksheet.

Washington State Productivity Board P.O. Box 40344 Olympia, WA 98504-3444. (360) 725-0391
ESP Cycle

Employee submits idea

PB Staff determines eligibility

Agency evaluates for feasibility

Awarded 10%

Recommendation to board
Employee Suggestion Program

Eligible suggestions:
- Saves money
- Generates revenue
- Eliminates waste or duplication
- Improves products or services
- Conserves energy
- Improves working conditions

Ineligible suggestions:
- Personal complaints
- Changes salaries, benefits, classifications, etc.
- Assigned to employee or part of employee job description
- Requires the creation, modification, or enforcement of laws
- Conserves energy
- Common sense ideas
- Improves working conditions
- Outside the purview of state government
ESP Cycle

Employee submits idea

PB Staff determines eligibility

Agency evaluates for feasibility

Awarded 10%

Recommendation to board
Facilitation of the Evaluation Process

• Designate evaluator(s)

• Serve as a conduit for communication between suggesters, evaluators, agency heads, Productivity Board staff, etc.
  
  o File and transmit any relevant documentation
In your own words, please provide a brief summary of the suggestion. *

[summary of suggestion]

What is your recommendation for this suggestion? *
- Recommend Adopt
- Recommend Modified Adopt
- Recommend Non-Adopt

Please provide a brief summary of your recommendation and agency evaluation. Please attach any supporting information. *

[summary of recommendation]
ESP Cycle

1. Employee submits idea
2. PB Staff determines eligibility
3. Agency evaluates for feasibility
4. Awarded 10%
5. Recommendation to board
Awards and Payment

- Awards are paid by the agency(s) benefitting from the suggestion. All awards are taxed as income.

- PB encourages the immediate disbursal of awards whenever possible.

- Large savings/revenue/awards: May be made in installments (one up front, one after realization). Board may require ongoing tracking.
Appeals

• If a suggestion is denied, the employee can appeal the decision once. Submissions must contain new and/or additional information. Appeals will be reviewed by PB staff and voted on by Board Members.

• Appeals must be made within 30 calendar days of board action and contain new information/evidence

• If a rejected suggestion is implemented within two years of board action, an additional appeal may be filed within that same time span.
Recognition Awards

• The RCW that established the PB also created “Recognition Awards” to drive and reward employee engagement.

• Can be up to $200 and could be a combination of items (cash, trophies, gift cards, concert tickets, etc.). Can be given independent of participation in ESP/TIP.

• Should be given to employee’s whose suggestions result in cost-avoidance, intangible improvements, etc.

• Awards/award amounts are determined by the agency.
TIP Process

Application
Nomination submitted by agency

Proposals reviewed by PB staff

Proposals move to implementation and execution

Mid-point and Final Reports are submitted to PB staff

Board reviews reports and votes on award recommendation

Award is approved

Eligible proposals reviewed by the Board
Your Resources

• Productivity Board Staff | productivity@sos.wa.gov
• Resource guides
• Trainings
• Marketing materials – posters, brochures, giveaways
• Communications templates - talking points, correspondence, articles, etc.
• sos.wa.gov/productivity-board
Thank You!

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