

Welcome!

WASHINGTON
Secretary of State
Productivity Board





Agenda

What is the Productivity Board?

Why is it important?

How can we get employees excited?

Who can participate?

How does it work?

Where can I learn more?

Productivity Board Purpose



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

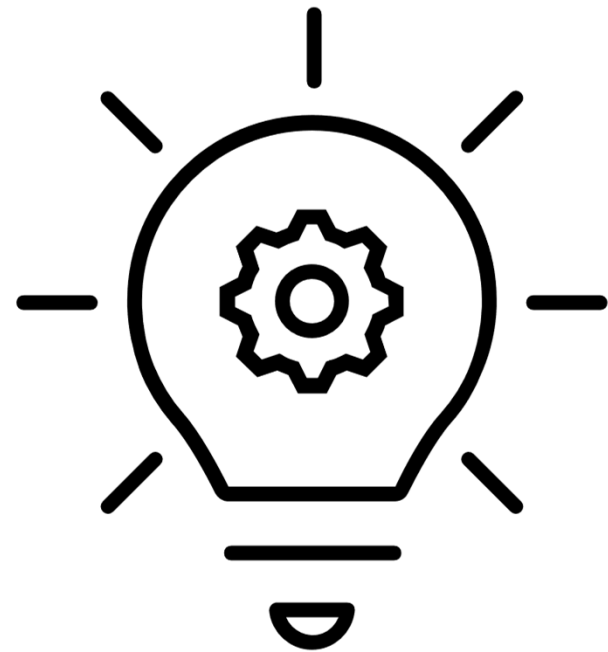
Program History (1982-2011)



- The Productivity Board was established in 1982 by RCW 41.60 to provide 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 in first year savings, \$1M awarded to state employees
- \$9.48 in savings for every \$1.00 spent

Agency Program Marketing

- You are the main point of contact for employees, agency leaders, and the Productivity Board
- Include materials in new employee packets
- Invite us to present at your staff and leadership meetings
- Include in internal and external communications
- Posters, handouts, giveaways, etc.



Agency Program Marketing

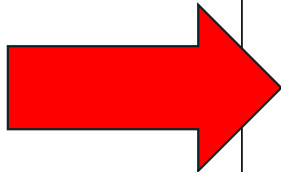


Agency Program Marketing



Agency Program Marketing

sos.wa.gov/productivity-board



Washington State
Productivity Board

Washington State Employee
Suggestion Program ▾

Washington State Teamwork
Incentive Program ▾

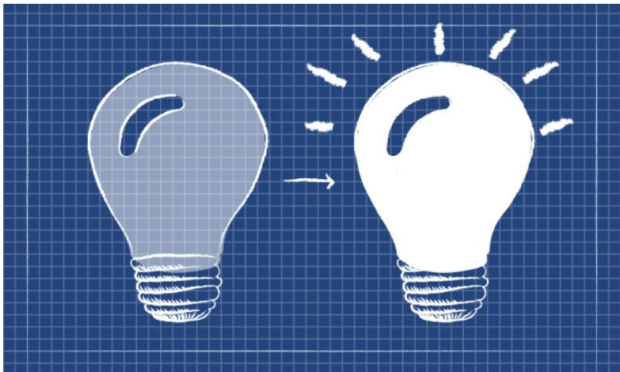
Productivity Board FAQs

Productivity Board
Suggestion Applications and
Forms

Resources for Agencies and
Board Members

Meet the Productivity Board

WASHINGTON SECRETARY OF STATE
Productivity Board



The Washington State Productivity Board incentivizes state employees to help state government operate more efficiently. We encourage innovation to eliminate waste and reduce unnecessary spending.

Employee Suggestion Program



- Eligible suggestions will be made by individual employees
- Suggestions must be submitted, evaluated and approved prior to implementation to be eligible for an award.
- Submissions can be made online or via hard copy, they must be accompanied by research.
- 10% of the first-year savings awarded to the employee, with a maximum of \$10,000.

Special Case Suggestions

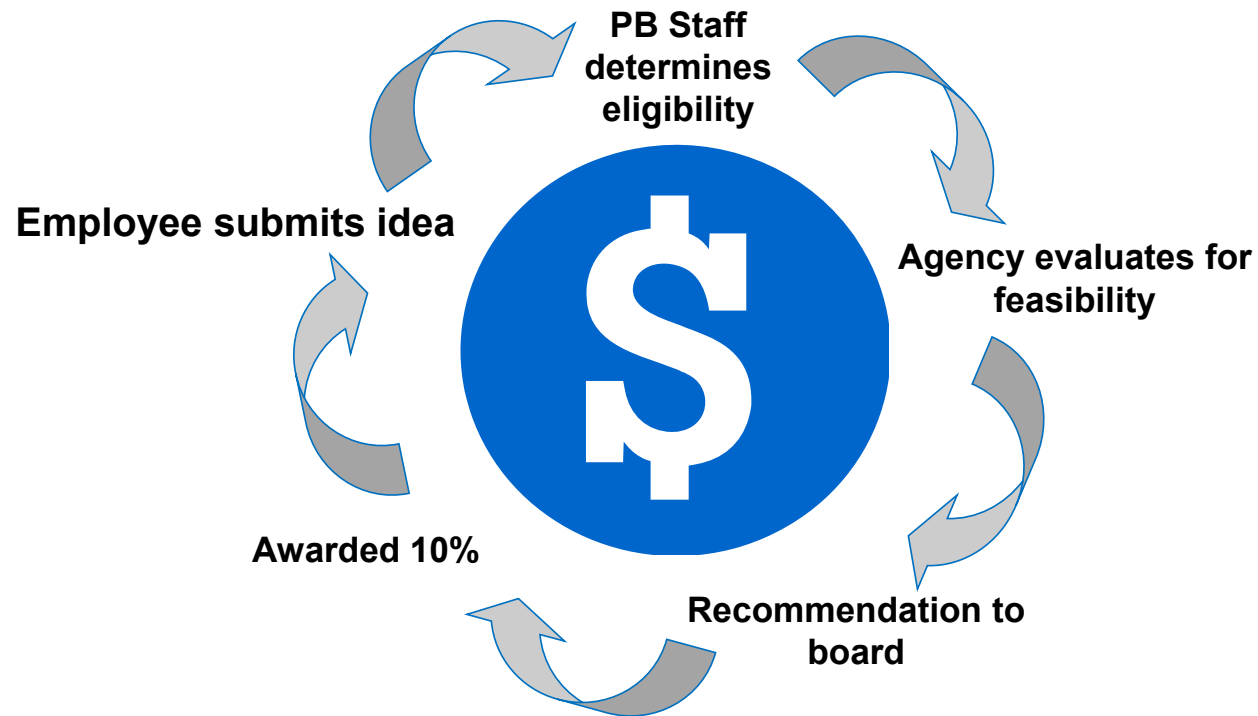
- Employees may make suggestions for other agencies.
- Multiple Agency Suggestions (MAS): each agency will have their own coordinator and evaluator and those teams will work together.
- Statewide suggestion: PB staff will identify one small, medium, and large agency to evaluate separately.

Examples of Savings

Washington State Patrol implemented a suggestion to renegotiate statewide towing contracts. The suggestion saved **\$64,000**.

A TIP team at WSDOT helped create a new management and reporting system for its field inspectors. The project saved **\$422,480** in the first year.

ESP Cycle



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. *

[current problem]

32000/32000

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

[proposed solution]

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". *

[cost/benefit analysis]

Please describe the method used to calculate savings. If no cost savings will be derived, please enter "not applicable". *



Eligible

Save money

Generate revenue

Eliminates waste/duplication

Improve products or services

Conserve energy

Improves working conditions



Ineligible

Personal complaints

Change salaries, benefits, classifications, etc.

Assigned to employee or part of employee's
job description

Relate to the creation, modification, or
enforcement of laws

Common sense ideas

Outside the purview of state government



Facilitation of the Evaluation Process



- Once a suggestion is received by an agency:
 - Coordinators will help identify evaluator(s)
 - Evaluators will review and make recommendations on proposals
 - Coordinators will serve as a conduit for communication throughout the evaluation process
- All documentation created in the evaluation process should be filed and maintained

In your own words, please provide a brief summary of the suggestion. *

[summary of suggestion]



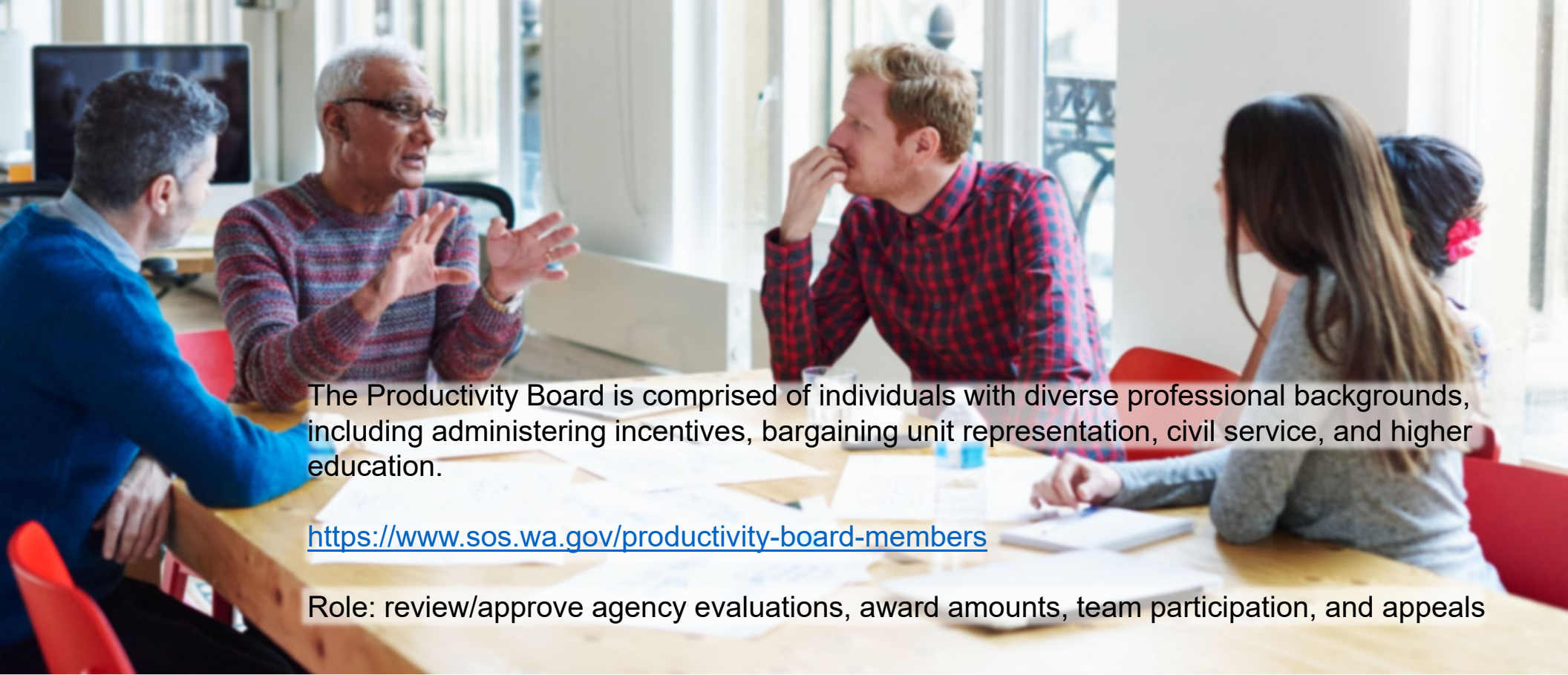
What is your recommendation for this suggestion? *

- 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]

Board Review

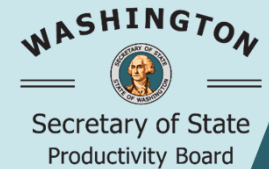
A photograph of four people sitting around a wooden conference table in a bright, modern office setting. An older man with glasses and a patterned sweater is speaking and gesturing with his hands. A younger man in a red and black plaid shirt is listening intently with his hand to his chin. A woman with long dark hair and a grey top is also listening. A man in a blue sweater is partially visible on the left. Papers and a water bottle are on the table.

The Productivity Board is comprised of individuals with diverse professional backgrounds, including administering incentives, bargaining unit representation, civil service, and higher education.

<https://www.sos.wa.gov/productivity-board-members>

Role: review/approve agency evaluations, award amounts, team participation, and appeals

Awards and Payment



- Awards are paid by the agency(s) benefitting from the suggestion. All awards are taxed as income.
- PB encourages the immediate disbursement of awards whenever possible. Ex) Suggestion likely to cut costs/generate revenue
- Large savings/revenue/awards: May be made in installments (one up front, one after realization). Board may require disbursement in installments and/or ongoing tracking.

Appeals

- If a suggestion is denied, the employee can appeal the decision **once**. 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



Drive and reward employee engagement.



Up to \$200 and could be a combination of cash and items.

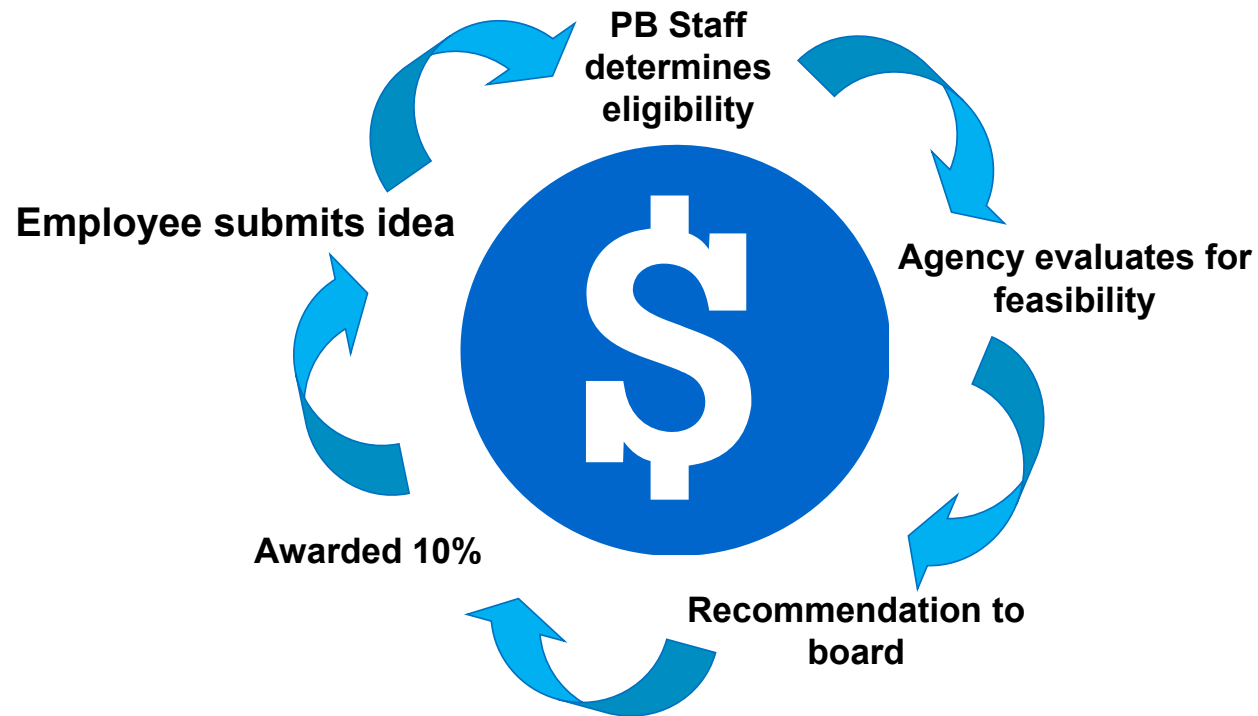


Should be given to employee's whose suggestions result in cost-avoidance, intangible improvements, etc. Can be given independent of participation in ESP/TIP.

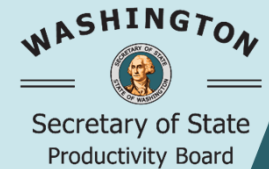


Awards/award amounts are determined by the agency.

ESP Cycle



Teamwork Incentive Program



- Eligible TIP projects will have at least two team members and must result in cost savings and/or revenue generation.
- Applications need agency approval and can be submitted before or after the implementation.
- Project periods are flexible, but maximum period for which savings/revenue can be measured for the purposes of an award is one year.
- 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 will be part of the agency's approval.

TIP Process, Before Implementation

Application
submitted

Proposals
reviewed by PB
staff

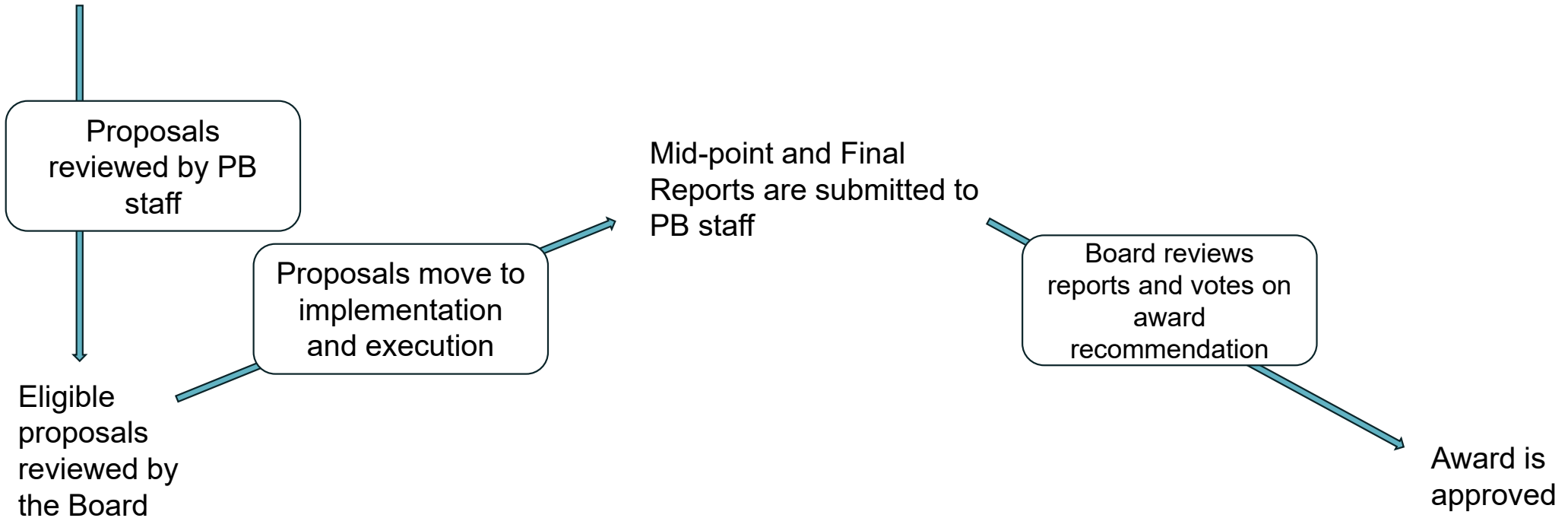
Proposals move to
implementation
and execution

Mid-point and Final
Reports are submitted to
PB staff

Board reviews
reports and votes on
award
recommendation

Eligible
proposals
reviewed by
the Board

Award is
approved



TIP Process, After Implementation

Application
submitted

Proposals
reviewed by PB
staff

Eligible
proposals
reviewed by
the Board

Award is
approved



Your Resources



Productivity Board Staff |
productivity@sos.wa.gov



Resource Guides



Trainings



Marketing Materials



Communications
Templates



sos.wa.gov/productivity-board

Thank You!



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