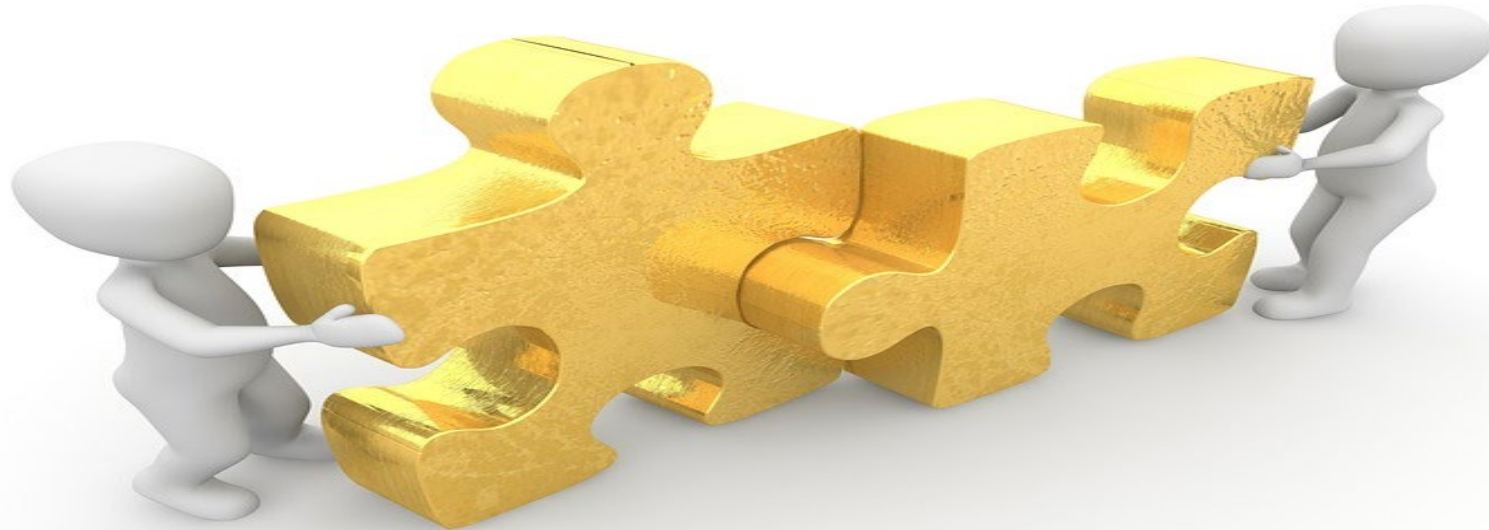


# Welcome!



## Productivity Board Coordinator Training

# Agenda



What is the Productivity Board?

What about the budget shortfall?

How does the Employee Suggestion Program work?

How does the Teamwork Incentive Program work?

Are there examples of ideas that have been adopted?

How can I promote the program?

Where can I learn more?

# Productivity Board Purpose



The Productivity Board is an employee suggestion program for Washington State public employees



Provide cash awards for great ideas



Save money and improve government operations



Provide a neutral platform and oversight for suggestions

# Program Overview



- The Productivity Board was established in 1982 by RCW 41.60
- Over \$10,000,000 in savings identified since January 2024
- Over \$40,000 to date in anticipated cash awards
- Open to all state employees, with a few exceptions
- Great ideas don't have to save money

# Employee Suggestions Matter Now More Than Ever



## A Time of Challenge - and Opportunity

- Agencies are being asked to tighten budgets and reduce spending
- Every challenge provides an opportunity to innovate, uplift, and lead
- Your team is looking for meaning, motivation, and a sense of purpose - we can help you deliver that

## Our Program is a Timely Solution

- **Dual-purpose impact:**



**Cost-saving ideas** from those who know the work best - your employees



**Motivation and purpose** by empowering staff to improve government

## The Power of Participation

- It's more than cost-cutting
- Helps employees feel **seen, heard, and valued**
- Adds purpose to their work, and **reminds them they matter**

## The Bottom Line

This is the kind of program we need right now.  
**It's good for staff, constituents, and government -  
a true win-win-win.**



# Employee Suggestion Program (ESP)



- Eligible suggestions can be made by one or more employees
- Suggestions must be submitted, evaluated, and approved prior to implementation to be eligible for an award
- Submissions can be made on our website
- Suggestions must be accompanied by research demonstrating practicality and have a cost-benefit analysis to receive a cash award
- Employees may make suggestions for other agencies.
- 10% of the first-year savings awarded to the employee, with a maximum of \$10,000.



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". \*



# Ineligible Suggestions (ESP)

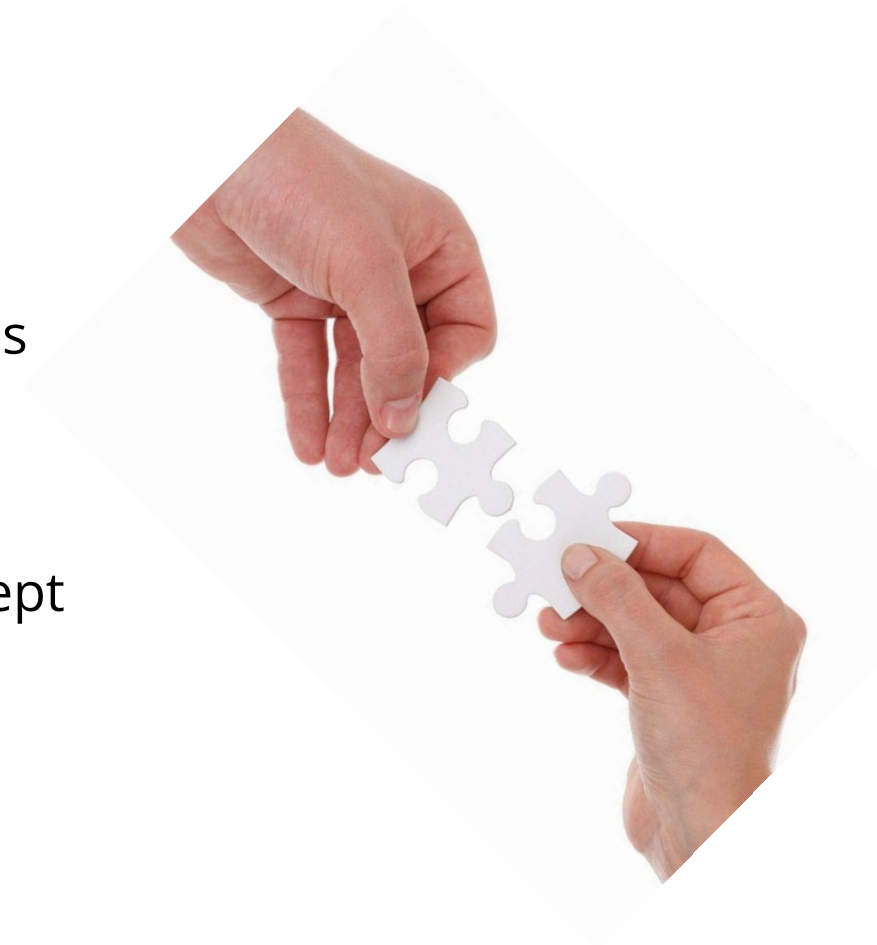
- Anything that can be addressed through an existing administrative process:
  - Personal complaints
  - Change salaries, benefits, classifications, etc.
  - Assigned to employee or part of employee's job description
  - Relate to the creation, modification, or enforcement of laws
- Outside the purview of state government





# Coordinator Responsibilities

- Promotion of the program at all levels of the agency.
- Ensure that new employees receive orientation about the program.
- Facilitate processing of suggestions
  - Identify a subject matter expert(s) to evaluate suggestions within 45 days.
  - Maintain documentation of all agency evaluations and implementation plans.
  - Notify the suggester(s) of agency recommendations (except anonymous).
  - Facilitate the payment of cash awards. Additional info is available on our website.



Visit the statute to learn more - [WAC 383-06-045](#)

# Evaluator Responsibilities



- Evaluation forms are on the Productivity Board website.
- Evaluate suggestions and recommend adoption, partial/modified adoption, or rejection
- Evaluations must be completed within forty-five days unless an extension is obtained
- Cite any laws or rules preventing adoption
- Any documentation created throughout the evaluation process should be transmitted to the coordinator for record-keeping purposes

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

**[summary of suggestion]**



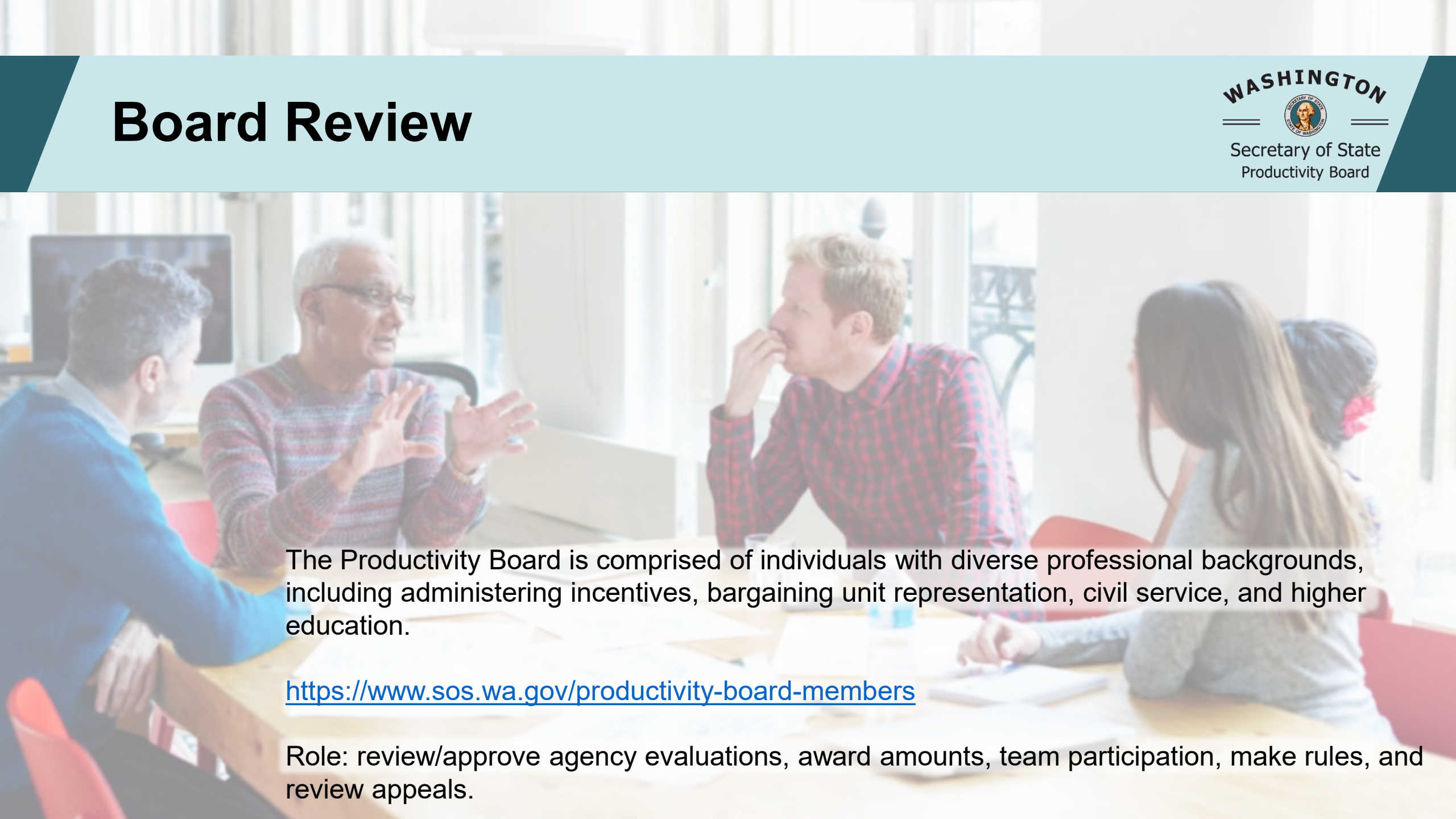
What is your recommendation for this suggestion? \*

- ☐ 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 table in a meeting. An older man with glasses is gesturing with his hands while speaking to a younger man in a blue sweater. Another man in a red and black plaid shirt is listening intently with his hand to his chin. A woman with long dark hair is also present, looking towards the speaker. The background is a bright, modern office space with large windows.

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, make rules, and review appeals.

# Appeals

- Suggesters can appeal Board decisions **once**.
- Appeals must be made within 30 calendar days of board action and contain new information/evidence
- Appeals will be reviewed by PB staff and voted on by Board Members.
- If a rejected suggestion is implemented within two years of board action, an additional appeal may be filed within that same time span.





# Teamwork Incentive Program (TIP)



- Eligible TIP projects will have at least two team members and must result in cost savings and/or revenue generation to receive cash awards
- Project team is responsible for implementing the project
- Applications require agency approval and can be submitted before or after the implementation



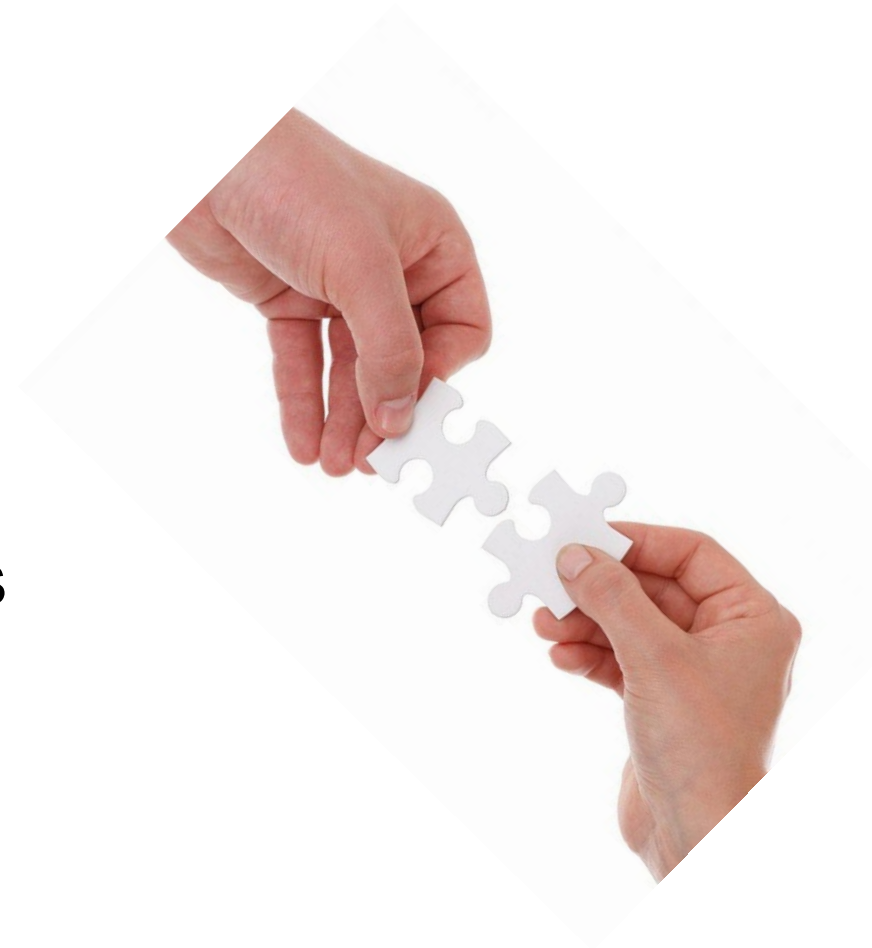
# Teamwork Incentive Program (TIP)



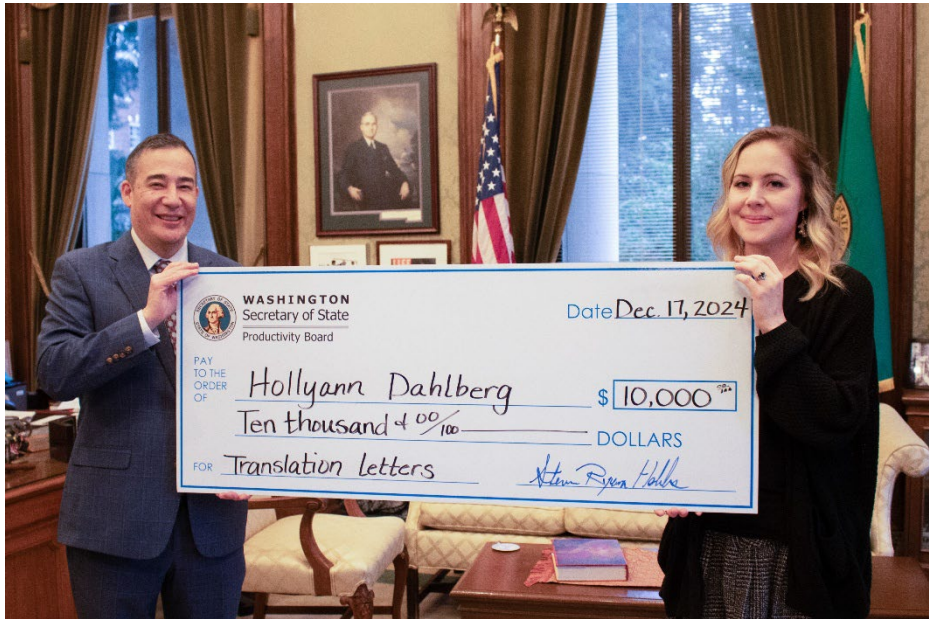
- Awards will be based on the savings and revenue realized in the first year of implementation
- TIP teams can be awarded up to 25% of net savings or revenue, each member of a team can receive up to \$10,000. The percentage awarded will be part of the agency's approval package
- Team members of projects that don't have tangible financial impacts may receive recognition awards

# Coordinator Responsibilities

- Maintain documentation of all agency evaluations and implementation plans
- Assist with the submission of applications and mid-point and final reports (TIP)
- Attend regularly scheduled board meetings when the agenda includes TIP projects
- Facilitate the payment of cash awards







# Awards and Payment

- Awards are paid by the agency(s) benefitting from the suggestion.
- All awards are taxed as income. Cash awards do not count toward retirement calculations.
- Awards may be made in installments (one up front, one after realization).
- The Board may require disbursal in installments and/or ongoing tracking as part of their final approval.





# Recognition Awards



Drive and reward employee engagement.



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



Must 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 and can be made independent of the Productivity Board. We request that you help us track recognition awards.

# Examples

## Employee Suggestion Program

An AA4 at ESD suggested that frequently re-translated letters be formatted as templates with drop-down options to avoid paying for translation services.

**\$200,000 savings; \$10,000 award**

## Teamwork Incentive Program

Lottery Commision

**\$726,900 revenue, \$10,903 award**

# Agency Program Marketing

- Add our brochure and swag to your new employee orientation and onboarding materials
- Add our information to your internal agency communications, SharePoint resources, etc.
- Presentations by PB at your staff and leadership meetings, and tabling at events
- Weekly Koffee Klatch on Thursdays at 10:30



## 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  
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[About the Productivity Board  
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awards](#)



[Results Washington interviews  
Productivity Board's Greg Mennegar](#)

[Check out our latest award!](#)

### The Productivity Board Progress

159

SUGGESTIONS RECEIVED

\$41,362

CASH AWARDS AUTHORIZED

\$6,492,400

ESTIMATED SAVINGS



- Quarterly electronic newsletter
- Updates and highlights on program, agencies, awardees, etc.
- Two versions of the newsletter
  - Coordinators - with information on administering PB at agency
  - Employees - with information on PB and making suggestions
  - We will provide you the employee content for your internal communications, and can work with your Communications staff





## Washington State Productivity Board

[Washington State Employee  
Suggestion Program ▾](#)

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Incentive Program ▾](#)

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Secretary of State  
Productivity Board



Secretary of State  
Productivity Board



### Outstanding Agency Evaluator -- Rob Geddis, Department of Fish and Wildlife

Evaluators serve as subject matter experts to review the merits of suggestions. Rob reviewed several suggestions from his own agency, and several submitted from other agencies that would affect DFW. He was judicious in his assessments, and finished his evaluations before their deadline, ensuring a timely response to suggesters.



### Outstanding Agency Coordinator -- Ann Green, Department of Corrections

In 2024, more than 35 suggestions were submitted by the DOC -- winning the agency an award for **Outstanding Large Agency**, with more than 500 employees -- and demonstrating Ann's success in promoting the Employee Suggestion Program.

The DOC also received the award for **Maximizing State Resources**. Employee Wyatt Hull in Aberdeen suggested the agency donate used corrections officer coats to charities and agencies that cannot afford coats, reducing DOC destruction and dumping costs.

Ann is pictured with Productivity Board Member Mandeep Kaundal.



Crystal Hall (L) and Bryce Dickison (R)

OLYMPIA – The Productivity Board, a state employee incentive program of the Office of the Secretary of State, voted to recognize three state employees with cash awards for their ideas to reduce costs or generate revenue for the state.

"These ideas from our state employees will improve how agencies provide services to the public," Secretary of State Steve Hobbs said. "In these uncertain financial times for the state government, it is important to listen to those who having unique insight into their agency's work."

Bryce Dickison, from the Board of Registration for Professional Engineers and Land Surveyors, suggested that the size of registration certificates be standardized. This allows agencies to print certificates themselves, eliminating BRPELS' paying printing vendors and incurring mailing costs.

Crystal Hall, from the Washington Student Achievement Council, suggested the Department of Enterprise Services could donate used office furniture to K-12 schools that would otherwise be put into the landfill.

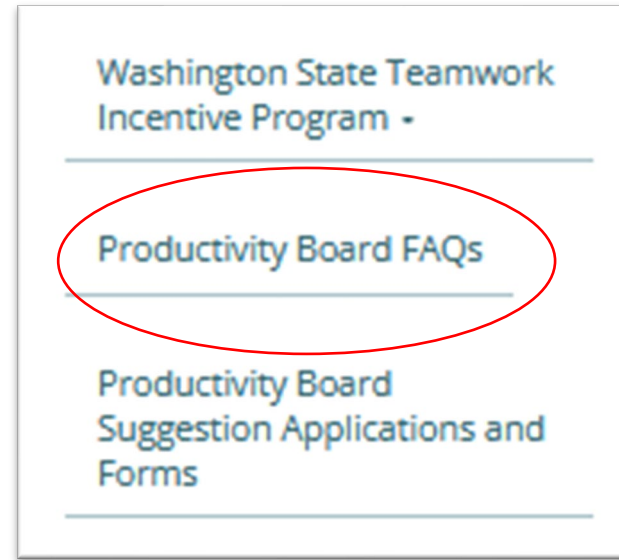
# Recognizing Awardees

# FAQs for You

For example:

- Who is my agency's coordinator?
- What is an eligible suggestion?
- May I make a suggestion about an agency other than my own?
- Where does the suggestion award money come from?
- What communication should I expect as the suggester?
- I made a suggestion that wasn't adopted, but it was implemented later.

Am I eligible for an award?



## Washington State Productivity Board

Washington State Employee  
Suggestion Program ▾

Employee Suggestion  
Program Suggestion  
Eligibility

Employee Suggestion  
Program Application

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Productivity Board Events ▾

^ [Agency Coordinators](#)

[Resource Guide](#)

[A Big Question Gets Answers](#)

[Agency Coordinator Orientation PowerPoint](#)

[Agency Coordinator List](#)

▽ [Agency Evaluators](#)

▽ [Board Members](#)

▽ [Productivity Board Marketing for Agencies](#)

## ^ Productivity Board Marketing for Agencies

[Introduction tri-fold brochure](#) (print double-sided, flip on short edge) -- [Order copies](#)

[Productivity Board 2 x 2 Inch Card](#) -- [Order cards](#)

[Pens](#) -- [Order pens](#)

[Magnets](#) -- [Order magnets](#)

[Introduction brochure one-pager](#)

["Lightbulb" poster](#)

["Lightbulb" poster for agency co-branding](#) (open in Acrobat, click on the photo icon lower right, navigate to your agency logo, and add it. Your agency logo should fit in a 3" x 1" space)

["Get Your Wheels Turning" poster](#)

[Productivity Board Suggestion Process Flowchart](#)

[Innovate the State Newsletter](#)

If you have questions or requests, please call 360-648-7201 or email [David.Junius@sos.wa.gov](mailto:David.Junius@sos.wa.gov).



# Your Resources



Productivity Board Staff |  
[productivity@sos.wa.gov](mailto:productivity@sos.wa.gov)



Resource Guides



Trainings / Presentations



Marketing Materials



Communications  
Templates



[sos.wa.gov/productivity-board](https://sos.wa.gov/productivity-board)

# Thank You!



Secretary of State  
Productivity Board

**Greg Mennegar**

(360) 972-0326

[greg.mennegar@sos.wa.gov](mailto:greg.mennegar@sos.wa.gov)

**David Junius**

(360) 648-7201

[david.junius@sos.wa.gov](mailto:david.junius@sos.wa.gov)

**Cheryl Sparkuhl**

(360) 648-7316

[cheryl.sparkuhl@sos.wa.gov](mailto:cheryl.sparkuhl@sos.wa.gov)

**Monica Carvajal**

(360) 648-7322

[monica.carvajal@sos.wa.gov](mailto:monica.carvajal@sos.wa.gov)