

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 5.11

PAGE 1 of 2

DATE 06/03/05

SUBJECT: EMPLOYEE INCENTIVE PROGRAM

APPROVED:



OBJECTIVE: To improve efficiency, generate cost savings, increase employee morale, and maintain and improve the quality of service in New Castle County government.

STATEMENT: The New Castle County Employee Incentive Program (NCCEIP) is a one-year pilot program that recognizes and rewards individual employees and teams of employees for their ideas which significantly contribute to the effectiveness, economy, or improvement of New Castle County government. The County Executive believes that this incentive program will contribute to the efficiency of government services and the general public good, while rewarding loyal and creative government employees.

Procedure:

1. Eligible employees include all full-time and part-time New Castle County employees.
2. Excluded are elected and appointed officials and Executive Office staff.
3. Suggestions may be submitted by individuals or teams.
4. Suggestions must be submitted on an official New Castle County Employee Incentive Program (NCCEIP) form. All information, facts, and figures must be included (estimates are acceptable). Incomplete information may disqualify a submission. All hardcopy forms must be submitted directly by U.S. mail or inter-office mail in a sealed envelope to the NCCEIP, Selection Committee, and New Castle County Government Center. Suggestions must be signed and dated. Employees should keep a copy of the submitted form. Employees may also submit their suggestions on-line using the electronic form located on the county portal (intranet).
5. If two or more employees submit identical suggestions, the employee whose application is first received by the Selection Committee will be eligible to have his or her suggestion evaluated.
6. If two or more employees jointly submit a suggestion, any monetary award will be divided equally among the participating employees.
7. Employee suggestions are not eligible if they are within an employee's established scope of duties, concern personal grievances or complaints, or concern improvements already under consideration.
8. Adopted suggestions become the property of New Castle County and may be used in any way and for any period of time without payment of fees or royalties other than the award itself. Participation by an eligible employee in the New Castle County Employee Incentive Program shall not constitute the basis for a claim of any nature upon New Castle County Government by the participating employee, his or her heirs or assigns, regardless of the disposition of the suggestion.
9. New Castle County reserves the right to amend, without notice, the rules, terms, and conditions of the New Castle County Employee Incentive Program.
10. This pilot program will end June 15, 2006, unless extended. All suggestions must be received by that date.

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APPROVED:

Charlton L. Cornwell

Selection Committee

The Selection Committee shall evaluate the merits of all suggestions and determine the feasibility of implementation. The Selection Committee shall be chaired by the Deputy Chief Administrative Officer and shall include four additional members appointed by the County Executive. All decisions of the Selection Committee are final.

Awards

Individuals or teams that submit suggestions that are implemented are eligible to receive cash awards of ten percent (10%) of the first-year net savings or enhanced revenue attributable to their suggestion, to a maximum award of \$5,000. There is no limit to the number of suggestions an employee can make as long as the maximum award of \$5,000 per suggestion is not exceeded. Any one employee is limited to an aggregate total of \$10,000 annually for his or her suggestions.

Individuals or teams that submit approved suggestions which do not create savings or generate revenue will receive a \$100 cash award.

Individuals or teams that submit suggestions which are not approved will each receive a non-monetary award.

All monetary awards will be paid after the Selection Committee approves the suggestion, verifies the financial benefits, and adopts a policy and procedure to implement the suggestion. All awards are considered income, paid in gross amounts, and are subject to all applicable taxes.

Established: 6/03/05



New Castle County Employee Incentive Program Application for Award

Employee's Name	Department	Title
Location	Telephone	E-Mail

OBJECTIVE:

The New Castle County Employee Incentive Program is designed to reward employees for their ideas and suggestions which significantly contribute to the effectiveness, economy, or improvement of New Castle County Government.

INSTRUCTIONS:

Please use the areas below to **briefly explain** your suggestion. **Attach additional pages as needed** (i.e., detailed procedures, drawings, etc.). Submit your completed form through U.S. mail or interoffice mail to: New Castle County Employee Incentive Program
c/o Deputy Chief Administrative Officer
New Castle County Government Center
87 Reads Way
New Castle, DE 19720

1. Describe the current situation, condition, method, or procedure to be improved (please be specific).

2. Describe the improvement and explain how it can be accomplished.

3. Explain how your suggestion can or will improve the present situation or benefit New Castle County.

4. If money will be saved or generated, please provide estimates of savings or income (revenue).

SEE NEW CASTLE COUNTY EMPLOYEE INCENTIVE PROGRAM GUIDELINES ON SEPARATE SHEET.



GUIDELINES FOR NEW CASTLE COUNTY EMPLOYEE INCENTIVE PROGRAM

1. Eligible employees include all full-time and part-time New Castle County employees.
2. Excluded are elected and appointed officials and Executive Office staff.
3. The award is a special recognition to employees for their ideas and suggestions of a one-time nature or long-term effort which significantly contribute to the effectiveness, economy or improvement of New Castle County Government.
 - a. Eligible Suggestions: (examples)
 - Safety
 - Costs
 - Productivity
 - Efficiency
 - Conditions
 - Services to the Public
 - Energy Conservation
 - Employee Morale
 - b. Ineligible Suggestions: (examples)
 - Currently under consideration, or have already been made and awarded, or are already in use
 - Personal Grievances or Complaints
 - Salary/Classification/Benefit Changes
 - Requests for supplies and services that should be available through established channels
 - Ideas that propose unclear or non-specific practices
 - Ideas where the employees either directly or indirectly have a proprietary interest in the suggestion
 - Violate any law or New Castle County policy
 - Part of the employee's normal scope of responsibility
4. Suggestions may be submitted by individuals or teams and submitted on an official New Castle County Employee Incentive Program form.
5. A Selection Committee chaired by the Deputy Chief Administrative Officer with four (4) members appointed by the County Executive will review and evaluate suggestions for possible implementation.
6. Cash awards will be granted for suggestions that are implemented according to established guidelines, to a maximum of \$5,000 per approved suggestion.
7. There is no limit to the number of suggestions that an employee can make as long as the maximum award of \$5,000 per approved suggestion is not exceeded.
8. Any one employee is limited to a total of \$10,000 annually for his/her suggestions.
9. Approved suggestions which do not create savings or create income (revenue) will be granted a \$100 cash award.
10. Non-monetary awards will be given for suggestions that are submitted but not implemented.
11. All monetary awards will be paid after the Selection Committee approves the suggestion, verifies the financial benefits, and adopts a policy and procedure to implement the suggestion. All awards are considered income, paid in gross amounts and subject to all applicable taxes.

Established: 06/03/05