

NEW JERSEY  
STATE EMPLOYEE AWARDS PROGRAM

# Employee Suggestion Form

Please read the other  
side carefully before  
completing this form.

Type or print clearly  
in blue or black ink  
and answer all the  
questions.

**DO NOT WRITE IN THIS BLOCK**

SUGGESTION NUMBER:

DEPARTMENT(S) CHARGED:

ACKNOWLEDGED:

SUBJECT AND CODE:

1. YOUR NAME

4. DEPARTMENT AND ADDRESS

6. OFFICE PHONE  
NUMBER

2. SOCIAL SECURITY NUMBER

7. TODAY'S DATE

3. YOUR JOB TITLE

5. HOME ADDRESS (*Number, Street, City, State and Zip Code*)

8. SIGNATURE

9. IS THIS YOUR FIRST SUGGESTION?

YES

NO

10. METHOD OF SUBMISSION

OPTION 1

OPTION 2

11. ARE YOU INTERESTED IN TIME OFF IN LIEU OF CASH?

YES

NO

12. DESCRIBE YOUR SUGGESTION BRIEFLY.

13. EXPLAIN PRESENT CONDITION, METHOD, OR PRACTICE.

14. EXPLAIN SPECIFICALLY HOW YOUR SUGGESTION WILL SAVE OR IMPROVE CONDITIONS AND WHAT SHOULD BE DONE.  
GIVE A DETAILED ACTION PLAN AND ATTACH ADDITIONAL PAGES IF NEEDED.

15. LIST SAVINGS IN TIME, MATERIALS, SUPPLIES, OR OTHER BENEFITS.

# NEW JERSEY STATE EMPLOYEE AWARDS PROGRAM

## WHAT THE PROGRAM IS

The Suggestion Awards Program is a plan to improve State governmental operations by paying you for new ideas. It provides a way for you to serve the public better by reducing the cost of running the government and increasing the services it provides.

## WHAT IS A SUGGESTION?

Your proposal must result in more economy, efficiency, or improved services to the public, or your idea may be one which promotes safety or benefits employees. A suggestion can concern your department or any other department or operation in State government. It should, however, be new and original. To win awards, suggestions must be **specific**. It is not enough to say something ought to be done; tell exactly **what** to do and **how** to do it.

## HOW TO SUBMIT A SUGGESTION

You have two options for submitting suggestions. Since they are very different from one another, please read the instructions carefully.

**OPTION 1** - Complete this form stating exactly what the suggestion is and what it will accomplish. If more space is needed, attach additional sheets. Seal your suggestion in an envelope and send it to the New Jersey State Employee Awards Program staff. They will handle it from there. Your suggestion will be acknowledged by mail and recorded. A copy will then be sent to the appropriate Departmental Awards Committee for an evaluation and recommendation. After that, it will be forwarded to the State Awards Committee for final determination, and you will be advised of the results usually within 90 days of the initial submission date. If you **do not** hear within 90 days, you may inquire about the status of your suggestion by calling the Awards Program office.

**OPTION 2** - This is used only when the suggestion is concerned with your own area of work. You "stay with" your suggestion almost all the way through the process. As in Option 1, you complete this form and send it to the New Jersey State Employee Awards Program. This ensures that the "idea" is recorded as your property. After you receive an acknowledgement from the Awards office, you then contact your Departmental Awards Committee Chairperson whose name is available through your Personnel Office. He/she will make arrangements for you to work with a supervisor and someone from the Departmental Awards Committee to develop and refine the suggestion. When this is done, the Departmental Committee will make its recommendation to the State Awards Committee for final award determination. You are given the results within 30 days after your submission to the State Committee.

## ADDRESS OF THE NEW JERSEY STATE AWARDS COMMITTEE

**NEW JERSEY STATE EMPLOYEE AWARDS PROGRAM  
DEPARTMENT OF PERSONNEL  
P.O. Box 319  
TRENTON NJ 08625-0319**

## AWARDS FOR APPROVED SUGGESTIONS

Awards range from \$50 to \$10,000. The amount is calculated at 10% of the first year's net savings, subject to the limits mentioned. A time-off option of up to two days in lieu of a cash award is available and is based on your daily rate of pay. Where the benefit is intangible, the award will be based on the seriousness and extent of the problem, the probability of the solution actually happening, and the effectiveness and ingenuity of the solution.

## ELIGIBILITY

Practically all employees and officials at every level are eligible to submit suggestions and most ideas are acceptable.

### The following suggestions are Not Eligible for an award:

- \* A suggestion which represents a part of an employee's duties and which the employee has the authority to change or the responsibility to bring to the attention of his/her supervisor
- \* A suggestion by an employee whose primary duty is research and planning unless the suggestion concerns a matter which is clearly unrelated to the employee's assignment or primary job duty
- \* A suggestion which was initially disapproved, unless the idea is implemented as a result of the suggestion within two years from notice of disapproval and is subsequently approved by the Committee
- \* A suggestion which is received by the Committee more than six months (excluding necessary trial period) after it has been placed in use
- \* A suggestion concerning routine maintenance of buildings, equipment or grounds which should be normally reported. Where sustained complaints have not resulted in correction, the Committee may consider such a suggestion for an award
- \* A suggestion involving new structures, equipment, materials and procedures during the initial period of trial, experiment or development, the length of which is considered reasonable by the Committee
- \* A suggestion which simply involves instituting or raising fees or taxes levied by the State
- \* A suggestion to transfer programs or activities from one level of government to another, unless the transfer of the program or activity effectuates a savings or improvement of services
- \* A suggestion to recoup owed funds from another agency or political subdivision of the state
- \* Any idea or improvement which no State agency is authorized to perform, or which requires legislative or regulatory changes or the enforcement of a law or regulation
- \* A suggestion which involves the use of known technologies or methodologies similar to those already utilized in other areas of the Department or State government
- \* A suggestion for which staff salary is calculated as savings, without proof that staff is performing a specific work assignment unrelated to the suggestion
- \* A suggestion submitted by members of the Departmental or State Awards Committee, the Secretary, or the staff of the Awards program

Amended by R.1998 d.58, effective January 20, 1998. See:29N.J.R.4590(a),30N.J.R.384(b).

## IF YOU NEED HELP

For assistance with your suggestions, you can get help from your supervisor, Personnel Office, Departmental Awards Committee, or the State Suggestion Awards Program staff. You can also write or call the Awards staff for employee suggestion forms, or if you have any questions concerning the program.