

## **Alabama Employees' Suggestion Incentive Program**

Under the Employees' Suggestion Incentive Program, a State employee may submit a suggestion to reduce expenditures or increase efficiency within the State of Alabama. The program will make financial incentive awards to State employees whose adopted suggestions result in substantial financial savings or improvement in the efficiency of State operations.

### **Incentive**

Upon approval and implementation of an employee suggestion that is meritorious, the Employees' Suggestion Incentive Board shall award the employee submitting the suggestion a one-time cash award of one thousand dollars (\$1,000). In an exceptional situation, the Board may award up to five thousand dollars (\$5,000) to an employee for a suggestion or suggestions that result in extraordinary savings or improvement for the State.

### **Eligibility**

All merit and non-merit State employees are eligible to participate in the program, with the exception of elected officials and department heads.

### **Process for Submitting a Suggestion**

Employees can find the Employees' Suggestion Incentive Program Form [here](#). A completed form must include the employee's suggestion along with the agency head's recommendation regarding the suggestion and a calculation of estimated savings that would result from implementation of the suggestion. Once the form has been completed by the employee and has been evaluated by the employee's agency head, the form must be sent to the Employees' Suggestion Incentive Board (see form for mailing address).

The Employees' Suggestion Incentive Board then reviews all recommendations or proposals and determines if:

- The recommendation or proposal was previously submitted and rejected.
- Implementation of the recommendation or proposal is desirable and feasible.
- Implementation of the recommendation or proposal will improve the quality of the services presently provided by the State.

A State agency must not implement an employee suggestion until the Board approves and authorizes implementation. A State agency must implement the employee suggestion within 180 days of the approval notice from the Board or provide a written report to the Board at that time with specific reasons why the agency has not implemented the suggestion. If an employee suggestion is a time-sensitive matter, an agency may request that the Board meet prior to the regularly scheduled quarterly meeting.

For each Fiscal Year the Employees' Suggestion Incentive Program is funded, the Board will meet in December, March, June and September to review suggestions submitted the previous quarter. Details for the meeting date, time, and location will be posted on the Secretary of State's website at least one (1) week prior to the meeting.