
"Dedicated to Excellence in Public Service"



MANAGEMENT SERVICES DIVISION
(775) 328-6177
(775) 328-6185 (Fax)

MANAGER'S OFFICE
1001 E. NINTH STREET
PO BOX 11130
RENO, NEVADA 89520-0027

FAX TRANSMISSION COVER SHEET

August 17, 2005

NUMBER OF PAGES TO FOLLOW: 4

TO:

ALISON MILLER RICHARDS, ICMA

FAX NO.

1-202-962-3500

FROM:

DAVID YBARRA, Suggestion Program Coordinator

MESSAGE:

Attached are references from the Washoe County Code by which the county's suggestion program was established and is operated. Please call at the number above and I will glad to provide additional detail.

A handwritten signature in cursive script, appearing to read "David Ybarra".

WASHOE COUNTY

Suggestion Program

5.397 Definitions.

As used in sections 5.397 to 5.410, inclusive:

1. "Adoption" means the putting of a suggestion into effect.
2. "Citizen" means any person residing in the county.
3. "Committee" means the county suggestion program committee.
4. "County employee" means any person employed by a county department or agency.
5. "Suggestion" means a proposal by a county employee which would improve the operation of county government by:
 - (a) Reducing or eliminating county expenditures;
 - (b) Materially conserving energy in the operation of county government; or
 - (c) Otherwise improving the operation of county government.
6. "Department employee recognition program" means a program described in section 5.410.
7. "Employee suggestion award" means an award to a county employee for an adopted suggestion in the form of either the certificate of commendation of the board of county commissioners or a cash payment.

[§1, Ord. No. 218; A Ord. Nos. 1002, 1105]

5.399 Establishment of suggestion program; designation of award.

1. There is hereby established a suggestion program for county employees.
2. An award is hereby created which is designed to recognize employee suggestions for the improvement of the operation of county government.
3. The finance department administers the county suggestion program.

[§2, Ord. No. 218; A Ord. Nos. 1002, 1105, 1130]

5.401 County suggestion program committee: Creation; composition; secretary.

1. The controlling authority of the county suggestion program is the county suggestion committee, which is hereby created.
2. The committee shall be composed of eight members as follows:
 - (a) Three representatives of employee associations now or hereafter established, with not more than one representative from each association appointed by the associations in accordance with their bylaws and operating practices, and by mutual agreement among themselves. In the same manner, an alternate representative or representatives may be appointed to sit and participate in the place and stead of any regular member appointed by an employee association at any meeting where the regular member is unable to attend.
 - (b) The director of human resources or his designee.

- (c) The county manager or the manager's designee.
 - (d) Two members appointed by the board of county commissioners.
 - (e) The finance director or his designee.
3. The term of office of each member of the county suggestion program committee is as follows:
- (a) The county manager, director of human resources, and the finance director are permanent members.
 - (b) The remaining members shall serve 2-year terms; however, following enactment of this subsection, the terms of the members serving on the committee prior to adoption of this subsection shall expire and new appointments must be made. At such time as the new appointments are made, the 5 committee members shall draw lots with 3 lots representing 2 year terms and 2 lots representing 1 year terms.
4. The members of the committee shall elect one member to serve as the secretary of the committee.
5. One more than half of the total membership of the committee is a quorum.
6. A majority of committee members present is necessary to take action on any item.

[Part §3, Ord. No. 218; A Ord. Nos. 395, 532, 660, 733, 816, 1002, 1055, 1060, 1105, 1130]

5.403 Rules, duties of county suggestion committee.

The committee shall:

- 1. Make rules and regulations for transacting its business and carrying out the provisions of sections 5.397 to 5.409, inclusive.
- 2. Investigate, review and evaluate the merits of each suggestion proposed.

[Part §3, Ord. No. 218; A Ord. No. 395] + [§4, Ord. No. 218] [A Ord. Nos. 1002, 1105]

5.405 Eligibility for award.

- 1. County employees, operating individually or as members of teams involved in continuous improvement or similar programs/projects, division/department heads, are eligible to offer a suggestion for the improvement of the operation of county government.
- 2. To be eligible for an award an employee's suggestion must propose a change which is not currently under active consideration by the county department or agency affected.
- 3. If duplicate suggestions are submitted, only the first suggestion received is eligible for an award.
- 4. If a suggestion is within the employee's normal responsibilities, the committee shall evaluate the extent to which the suggestion goes above and beyond normal job expectations. The committee must be able to easily recognize the result as an outstanding accomplishment.
- 5. Some suggestions that cannot be considered include suggestions which:
 - (a) Constitute a personal grievance or complaint;
 - (b) Duplicate another suggestion or one for which an award previously has been granted;
 - (c) Concern individual employee compensation and individual position classification;
 - (d) Represent a current or past practice, procedure or process.

[§5, Ord. No. 218; A Ord. Nos. 1002, 1105]

5.407 Submission, referral of suggestions; duties of secretary, committee.

1. Suggestions shall be submitted in writing to the committee.
2. The committee may establish such additional standards for submission of suggestions as it deems proper.
3. The secretary of the committee shall:
 - (a) Receive, record and acknowledge receipt of suggestions; and
 - (b) Notify the suggester of any undue delays in the consideration of his suggestion.
4. Suggestions shall be referred at once to the coordinator of the county suggestion program. Within 60 days the coordinator shall report his or her findings and recommendations to the committee. The report shall include:
 - (a) Whether a suggestion has been adopted.
 - (b) If adopted, the day on which a suggestion was placed in effect.
 - (c) If adopted, any actual or estimated reduction, elimination or avoidance of expenditures or improvement in operations or substantial energy savings made possible by an employee's suggestion.
 - (d) If rejected, the reasons for rejection.
5. The committee shall review the findings and recommendations and may obtain additional information or take such other action as is necessary for prompt, thorough and impartial consideration of each suggestion. For each suggestion eligible for an award, the committee shall formulate an official recommendation covering the merit of the suggestion and the kind and amount of recommended award.

[§6, Ord. No. 218; A Ord. Nos. 1002, 1105]

5.409 Cash awards: Limitations.

1. Insofar as it may be equitable and practicable, the amount of the cash award allowed for a suggestion shall be predicated upon the savings to the county. The following awards are hereby authorized:
 - (a) \$100 per initial suggestion recognized by the committee as worthy of an award, and for team awards \$25 per team member up to a maximum of \$200 for the team.
 - (b) Suggestions that result in documented net savings to the county may be eligible for an additional one time cash award which may be up to 15% of documented net savings during the first twelve months of adoption, up to a maximum of \$2,000, or a maximum of \$4,000 for team awards. Awards shall be payable at the end of the first twelve month period following successful implementation and demonstrated savings.
 - (c) Awards made for suggestions from a team shall follow the amounts specified in paragraphs (a) and (b) and shall be divided equally among the team members.
 - (d) Following each county suggestion program committee meeting, for an individual making a suggestion which was reviewed by the committee, but not recognized for an initial award, that individual may be presented by the county manager with a token gift of appreciation. Token gifts must bear reference to Washoe County or its departments or agencies.
2. Cash payments to employees arising out of adopted suggestions shall be paid from moneys appropriated by the board of county commissioners for such purpose.

[§7, Ord. No. 218; A Ord. Nos. 532, 730, 1002, 1105]

5.410 Departmental employee recognition programs.

County departments may recognize an employee's years of employment or may recognize an employee's service to the county, or both, by presenting service awards such as certificates, frames for certificates, medals, ribbons, pins, emblems, badges, or other types of service awards not to exceed \$25 and that have no value outside of the recognition for county service. Service pins, emblems and other forms of recognition should bear reference to Washoe County or the department recognizing the individual. Inappropriate forms of recognition would include flowers and items of clothing or jewelry which bear no reference to Washoe County. Milestones of achievement to be recognized are: 5, 10, 15, 20, 25, 30 and succeeding five year multiples (years of service). Retirement awards of the same type may also be granted, the cost of which shall not exceed \$50.

[§1, Ord. No. 1002; A Ord. No. 1105]

5.4101 Citizen participation in suggestion program.

1. NRS 244.1615 provides that a board of county commissioners may institute a program or sponsor an activity, event or any other action designed to increase the extent and quality of participation of the residents of the county in the improvement of the operation of government at all levels. Pursuant to authority granted in NRS 244.1615, the county suggestion program established in sections 5.397 to 5.409, inclusive, may be expanded to include participation by citizens of Washoe County.
2. Based upon the authority set forth herein, the county manager may expand participation in the county suggestion program to citizens of Washoe County. In the event the county suggestion program is expanded to include citizens, then wherever reference is made to "employee" in sections 5.397 to 5.409, inclusive, and unless the context otherwise requires, it shall be deemed to include a citizen or citizens of Washoe County.

[§1, Ord. No. 1105; A Ord. No. 1130]