

Chapter 40

Issue 4 05/14/2025

SUBJECT: EMPLOYEE SUGGESTION AWARDS PROGRAM

I. PURPOSE

The purpose of this policy is to establish a formal process to recognize and reward City employees who submit original, constructive ideas that contribute to operational cost savings, enhance City services, improve workplace efficiency and safety, or support compliance with the City's Workplace Violence Prevention Plan. Recognition may be provided in the form of:

- 1) Monetary awards, including gift cards; and/or
- 2) Non-monetary recognition, such as Certificates of Recognition.

II. SCOPE

This policy applies to all City employees.

III. AMENDMENT

This policy may be amended by the City Manager as necessary.

IV. ELIGIBILITY

All City employees are eligible to participate, with the exception of the following:

- Members of the City Council
- Members of Advisory Boards or Commissions
- Members of the Suggestion Awards Committee
- City Manager
- City Attorney
- Department Heads
- Employees whose suggestion falls within the scope of their duties or essential job functions.

V. EVALUATION GUIDELINES

A. Award Eligibility Criteria



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Suggestions will be considered for recognition if they result in one or more of the following outcomes:

- Cost savings or resource efficiency
- Enhanced work processes or operational procedures
- Improvements in tools, equipment, or technology
- Increased efficiency or productivity
- Enhanced employee safety or hazard mitigation
- Improved working conditions
- Strengthened community relations
- Improved public service delivery without increased cost
- Contribution to compliance with the Workplace Violence Prevention Plan (WVPP)

B. Suggestions Not Eligible for Awards:

- Ideas not applicable to City of Lompoc operations
- Requests for routine or obvious replacement, maintenance, or standard equipment
- Duplicates or substantially similar to previously submitted suggestions
- Proposals already under active review or implementation
- Submissions lacking a clear or actionable solution
- Anonymous submissions or petitions

VI. SUGGESTION AWARDS COMMITTEE

The Suggestion Awards Committee shall consist of the City Manager, or their designee, and a minimum of two additional members appointed by the City Manager.

The Committee shall be chaired by either the City's Safety Officer or Human Resources Official.

The Committee shall meet every six (6) months to evaluate all eligible suggestions submitted since the last meeting. Administrative support will be provided by the Human Resources Department.

A. Departmental Review

At the Committee's request, department heads shall review, assess, and provide



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input on any suggestions relevant to their operations.

VII. SUBMISSION PROCESS

- A. Suggestions may be submitted at any time throughout the year.
- B. All submissions must be made using the official City of Lompoc Employee Suggestion Form, available through Human Resources or the employee's supervisor.
- C. The Safety Officer or Human Resources Official shall acknowledge receipt of each suggestion.
- D. Following Committee review, written notification of the Committee's determination shall be provided to each employee who submitted a suggestion.
- E. The Safety Officer or Human Resources Official shall coordinate the preparation of all awards for presentation.

VIII. AWARDS

A. Tangible Savings or Revenue Increase

If a suggestion is determined to result in measurable cost savings or a net increase in revenue to the City, the Committee may recommend to the City Council that the employee(s) receive a Certificate of Commendation and a monetary award. The monetary award shall not exceed \$1,000 or 10% of the estimated first-year net benefit (defined as total savings or revenue increase minus implementation costs), whichever is less. For jointly submitted suggestions, the award shall be divided equally among contributors.

B. Intangible Benefits

If a suggestion leads to significant, yet non-quantifiable improvements (e.g., improved workflow, time savings, or operational effectiveness), the Committee may recommend that a Certificate of Merit be awarded. If the suggestion results in intangible cost savings (e.g., significant labor reallocation), the Committee may also recommend a monetary award of up to \$100.

C. Future Consideration

The Committee may issue Certificates of Participation for suggestions not currently implemented but considered for future evaluation.



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D. Patent Rights

The City shall not assume any ownership interest in intellectual property or benefits protected under patent law. However, if a patented idea is implemented, the City of Lompoc shall retain the right to use the patented feature without financial obligation beyond the approved award under this program.

IX. IMPLEMENTATION

Any questions related to the intent or application of this policy shall be directed to the Human Resources Director.

AUTHORIZED:

Dean Albro, City Manager

Date