

# Employee Innovation Awards Suggestion Submission Form

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Division \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-Mail \_\_\_\_\_



1. What is the subject of your suggestion?

2. What is the present condition or procedure?

3. What is your suggestion for improvement/change? Be specific - describe the improvement and state how the change can be made.

4. How will your suggestion improve the present situation or benefit your section, department, government or the general public? If your suggestion will save money, show calculation of saving to the extent possible.

5. Is there any other information you would like to share regarding your suggestion?

6. Would your suggestion be considered as part of your expected duties? Yes: ☐ No: ☐

7. Do you have the authority to implement your suggestion? Yes: ☐ No: ☐

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Council Use Only

Date of receipt by coordinator \_\_\_\_\_ Suggestion Implemented Yes\_\_\_\_ No\_\_\_\_

Date reviewed by council \_\_\_\_\_ Award level assigned \_\_\_\_\_

Council member assigned \_\_\_\_\_



## Investing in Ideas that Work

**The Employee Innovation Awards Program** is a program to encourage and recognize employee ideas which reduce costs, improve service or result in significant improvement to workplace safety and wellness.

**You are eligible if** you are a classified civil servant or an employee of a crown corporation.

**Your suggestion is eligible if** the proposed solution and anticipated benefit are clearly stated in the submission; the innovation can be carried out; benefits may be achieved, such as to save money, time, material or resources; improve services or procedures; increase productivity; or improve workplace safety or wellness.

**Your suggestion may be applicable** in your own work unit or elsewhere in government.

**Your suggestion is ineligible if** it may be implemented within your existing authority or is a duplicate of a proposal previously made to government through normal channels.

**Submit your suggestion to** the Innovation Awards Committee Coordinator, Joan MacDougall, The Learning Centre, 40B Burns Avenue, Charlottetown.

**When your suggestion is received** it is reviewed by the Employee Innovation Awards Council and forwarded to the deputy head of the department. If accepted, the department will implement and monitor the benefits.

**You will be contacted** by a representative of the Employee Innovation Awards Council who will keep you informed about the status of your proposed innovation.

**Awards are presented when** the innovation has been implemented and the benefits measured over 12 months. This period of time ensures that your innovation has generated actual savings on which cash awards are based.

**Cash awards are given when** net savings exceed \$500. You will receive 10% of the value of the net saving (less implementation costs), to a maximum of \$5000. Savings are measured over a 12-month period within 24 months of implementation.

**Gifts are given when** the net savings from the innovation are less than \$500. You may receive a gift when your innovation is submitted. This is an appreciation for contributing to the program and is not a cash award.

**The best suggestions are** clearly presented, well thought out and readily implemented. The more work you do beforehand, the more likely you will be to be successful in the program.

**Return forms to:**

Innovation Awards Coordinator  
Crystal Gillis  
Public Service Commission  
1st Floor Sullivan Building  
Charlottetown