



Employee Suggestion Award program
There is always a better way...

SUGGESTION FORM

INSTRUCTIONS

To submit your suggestion, please complete this form. Type or print neatly in black ink. Be clear and concise when explaining the problem and describing your proposed solution. Include as many facts and figures as possible and attach additional sheets where necessary. You should attach any helpful information that explains your suggestion such as charts, sketches, special reports, financial information, activity data, photos, etc. When completed, please mail this form and supporting materials to:

**UST Human Resources Department, 2115 Summit Avenue, Mail# AQU 217,
St. Paul, MN 55115**

I. Type of Suggestion (Please indicate which of the following applies.)

☐

Individual Suggestion

☐

Team Suggestion

II. Employee Information

Name of Suggester(s)	Job Title	Department/Division
1.		
2.		
3.		

III. Suggestion Information

A. What is the general subject of your suggestion?

B. Specify the name of the department or program to which your suggestion applies.



C. What problem does your suggestion address or solve?

D. Does your suggestion address an issue that you would normally be required to do as part of your job responsibilities? ☐ Yes ☐ No

E. Describe your suggestion, the proposed improvements, and how UST can make the change. Be specific. (Use additional paper if needed and attach any supporting documentation.)

F. Benefits Derived from the Suggestion (Please indicate what type(s) of benefit(s) UST will derive from your suggestion. (Check all that apply. Attach any supporting documentation.)

☐ Increase Productivity ☐ Cost Savings ☐ Generate New Revenue ☐ Eliminate Duplication

☐ Eliminate or Prevent Waste ☐ Improve Service ☐ Improve Quality & Efficiency



G. How will your suggestion improve or change the present situation?

H. Please discuss in this section the ways in which your suggestion benefits UST. (Please attach an additional sheet if needed.)

IV. Employee Suggestion Award Program Requirements

1. Regular full- and part-time staff, faculty, and employees covered by a collective bargaining agreement, are eligible to participate in the program and may submit suggestions according to these guidelines. Ineligible are temporary employees, adjunct faculty, and members of the Academic and Administrative Leadership.



2. Suggestions must propose an improvement in a specific way to some aspect of the University's operations. The written suggestion must be practical and include a detailed discussion about the problem the suggestion addresses, how the suggestion improves or changes the current situation, the benefits derived from the suggestion, and the ways in which the University should implement the suggestion, if approved.
3. If you have the authority and responsibility to make the suggested change, you are not eligible for an award.
4. Suggestions will not be considered if they concern suggestions that propose a change in any aspect of the University's total compensation program, routine care of buildings and grounds, routine safety practices, minor revisions to University forms, changes as a result of employee complaints and/or grievances, suggestions to outsource or restructure a unit or to enforce existing University policies and procedures or matters already under consideration.
5. If two or more persons submit the same suggestion separately, the first one received is eligible.
6. Cash awards for measurable savings shall range from \$500 to \$1,000 post-tax.
7. The University of St. Thomas shall pay employees' personal income taxes on all cash awards associated with the Employee Suggestion Award Program.
8. If a cash award is paid, award recipients agree to authorize the University of St. Thomas to make full use of their suggestions and to waive any claim or claims against the University that may arise as a consequence of the University's approval of and use of the suggestion. The cash award shall be payment in full to the award recipient.
9. The University of St. Thomas retains the right to amend or terminate at any time with or without notice the Employee Suggestion Award Program.
10. Other requirements associated with the program are provided in the *Employee Suggestion Award Program* policy. A complete copy is available for review on the University of St. Thomas, Human Resources Department website.
11. Mail suggestions and related materials to:

**University of St. Thomas
Human Resources Department
2115 Summit Avenue
Mail# AQU 217
St. Paul, MN 55115**

V. Suggester's Acknowledgement and Agreement



I have read and understand the program requirements and agree to be bound by them.

Suggester(s) Signature(s)

Date

1. _____

2. _____

3. _____
