

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Employees' Suggestion Program

Policy Number: 104.68

Effective Date: 3/31/2021

Page Number: 1 of 3

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Employees are encouraged to make suggestions and/or submit ideas that will improve methods, procedures, morale; reduce cost, waste, errors; eliminate duplication; or save lives, time or money in State government.

II. Authority:

- A. O.C.G.A: § 45-21-1, *et seq.*; and
- B. State Personnel Board Rule 478-1-.22; and
- C. ACA Standard: 5-ACI-1A-05 (ref. 4-4004).

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

- A. Employees are encouraged to identify opportunities to improve state operations. Suggestions may be submitted online via the Department of Administrative Services' (DOAS) website.
 - 1. Each suggestion should clearly and concisely identify the issue, propose a detailed solution to the issue, and explain the expected benefit to the state. Inventions, whether patentable or not, will also be considered.
 - 2. Group suggestions should be signed by all participating individuals. Awards for adopted group suggestions will be prorated.
 - 3. Suggestions relating to the following areas will not be considered:
 - a. Personal grievances;
 - b. Specific assigned duties or responsibilities of a particular employee;

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- c. Classification and/or pay of positions;
- d. Matters recommended for study, review, or summary;
- e. Matters that result from assigned or contracted audits, studies, surveys, reviews, or research;
- f. Matters requiring the enactment of legislation by the General Assembly; and
- g. Rules of the Employee Suggestion Program.

B. The Commissioner will appoint three (3) employees to serve as members of the Agency Suggestion Committee (the "Committee"), one of whom will be designated as the Agency Coordinator (chair).

1. The Committee will review suggestions forwarded from DOAS and those submitted internally within the GDC.
2. The Agency Coordinator should obtain internal feedback on suggestions forwarded from DOAS, including a determination of the amount of savings, if any, that would be realized by the implementation of the suggestion. Based on feedback provided, the Committee will evaluate the suggestion and provide a written recommendation regarding its adoption to DOAS' Suggestion Program Coordinator in the prescribed format within forty-five (45) days of receipt. The recommendation should explain in detail why the suggestion should or should not be adopted and should include any supporting documentation and an estimate of the value of projected annual savings to be generated by adopting the suggestion.
3. Suggestions not received from DOAS or otherwise not eligible for consideration through the program coordinated by DOAS may be recognized and commended by the Commissioner.

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V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.