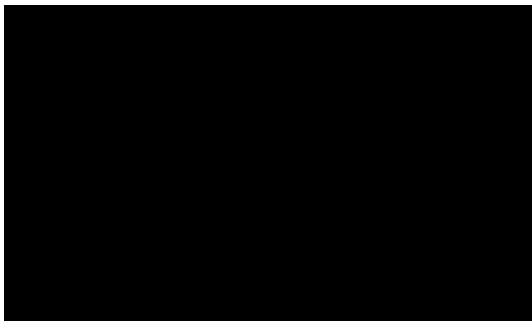
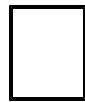


3 & & & \$ 6 + □
\$ 3 3 / , & \$ 7 , 2 1 □



PCC
Cash
Awards for
Suggestions that
Help □

WHAT: PCC CASH, the **Employee Suggestion Awards Program** rewards ideas for cost savings and improved service with cash rewards

HOW MUCH: Rewards range from \$100 to \$5000

WHO: Full and Part Time permanent Academic Professional, Classified, Confidential, Faculty and Management employees except the President and those who report directly to the President

WHEN: Beginning Immediately

HOW: Complete and submit this application

Instructions

Complete all sections of this application so that your idea can be easily understood. Describe the present situation and what you feel needs to be improved. Describe your proposed solution including the procedures necessary to implement your suggestion and all known costs. Show how your suggestion will benefit the department or PCC. If it will save money, show your calculations and the basis for them. Be as specific as possible when stating the problem, solution and benefits. Use College sources as needed to determine cost estimates for printing, programming, personnel etc.

Employee Eligibility: All permanent full time and part time Academic Professional, Classified, Confidential, Faculty and Management employees of the College except those who report directly to the President.

Suggestion Eligibility:

- The suggestion may envision a way to improve a college process or service which provides a financial savings to the college.
- The suggestion may propose a quality enhancement to the college which does not result in a financial savings but produces value by increasing customer service.
- The Employee Award Program is also designed to recognize and financially reward employees who take significant actions above and beyond the call of duty and are recognized in these actions by their supervisor.

Ineligible Suggestions:

- The suggestion is part of an employees normal duties.
- The suggestion was already under active consideration.
- The suggestion is a grievance relating to salaries, promotion, position, classification or other Personnel related issues.
- The suggestion is related to collective bargaining.
- Ideas involving contracting out of work that results in classified employees being laid-off

Identical suggestions. If similar or identical suggestions are received, the suggestion submitted first will receive preference. Keep track of your research contacts and dates to support your application.

Award decision/Disputes. In all cases, the effected department's manager /executive will have final say in the approval and determination of savings from a suggestion. The decision is not grievable. The Award Program has an Awards facilitator if there is a dispute. The employee may submit the facts of the situation in writing to the Awards facilitator who will in turn research the situation and report his/her findings to the manager for consideration.

Executive Approval _____ Date

Insider Notified _____
(over)

Please use the worksheet below to estimate the savings that will result from your suggestion. Take into consideration time/payroll costs, the cost of supplies, equipment etc.

Amount	X	Current Cost	=	Annual
Expense				
_____		_____		
_____		_____		
_____		_____		
_____		_____		
_____		_____		
_____		_____		
_____		_____		
		Total Current Costs		

Amount	X	Proposed Cost	=	Annual
Expense				
_____		_____		
_____		_____		
_____		_____		
_____		_____		
_____		_____		
_____		_____		
_____		_____		
		Total Proposed Costs		
