PCC CASH APPLICATION

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. Submit completed form to department manager or Awards Facilitator Jennifer de Laix, Human Resources, DC-3.

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 employee's 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.
- The suggestion involves 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.

For more info: http://www.pcc.edu/hr/benefits/cash-award.html

Employee Suggestion Awards Application

Name(s) _____ Campus Address _____ Extension _____
Position _____
Department effected by your suggestion _____

Suggestion Provides:
Cost Savings ___ Revenue Generation ___ Quality Enhancement _____
Manager Nomination _____

Describe the present situation, solution and benefits (attach an additional sheet if necessary)

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I understand that my suggestion will be considered under the conditions of the Employee Suggestion Awards Plan document. I have read the document and agree that Portland Community College will have the right and full use of my suggestion.

Employee Signature _____ Date_____

Manager Approval _____ Date _____ Award Amount_____

Executive Approval _____ Date_____

Insider Notified _____

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.

Current Cost

Amount	X	Cost	=	Annual Expense
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____

Total Current Costs_____

Proposed Cost

Amount	X	Cost	=	Annual Expense
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____

Total Proposed Costs_____

Implementation Costs

Amount	X	Cost	=	Annual Expense
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____

Total Implementation Costs_____

Current costs   _____
Proposed Costs -   _____
Annual savings = _____
Implementation Costs - _____
Net savings =   _____