

*Miriam Becker*

# IDEAS WANTED

## WHY

We Have  
A Service  
Improvement  
Program

Our State Government is a vast business. Like every business, it is built on ideas of which no one person or group has a monopoly. They come from supervisors and employes alike. It was with this in mind that a plan of merit awards to State Employees is now provided.

You are encouraged to submit original and practical ideas pertinent to the operation of Wisconsin State Government. The program permits you to present your ideas for the improvement of any function of our State Government and to have them impartially considered by a competent committee. It assures you of proper recognition or reward for every meritorious suggestion you submit.

## WHO

May  
Suggest

Any employe or group of employes in the classified civil service may receive an award for a suggestion or accomplishment approved by the Merit Award Board.

An employe is not eligible for an award when the subject has been assigned to him for research, development, or solution, or which he would normally be expected to offer in line of duty.

## WHAT

To  
Suggest

Suggestions relative to any activity of the State of Wisconsin are welcome: For example proposals that will result in improvements in tools, equipment, and machinery; more efficient methods or systems; elimination of waste; savings of time, materials, supplies, and equipment; removal of accident, fire and work hazards and extension of safety precautions; improvement in working conditions and housekeeping; further extension and use of existing services of the State Government.

In addition, reports of work performances which resulted in a meritorious accomplishment may be submitted on behalf of a State Employee. These may relate to: (1) outstanding performance, including a special act or service and (2) an adopted idea, improving public service or providing more economical operation. Accomplishments brought to the attention of the Merit Award Board within 6 months will be eligible for a commendation or award.

*There's always a BETTER way!*

# HOW DOES THE SERVICE IMPROVEMENT PROGRAM WORK?

If All Starts When You Get An Idea

## HOW TO SUBMIT A SUGGESTION

1. No special forms are involved.
2. Write out your idea or report CLEARLY and in FULL DETAIL. Your submission should include:

### FOR SUGGESTIONS

A brief statement describing WHAT you want to do.

A statement of HOW you propose to accomplish it.

A statement of WHAT your suggestion will accomplish.

### FOR ACCOMPLISHMENTS

A statement describing WHAT the employe accomplished.

A statement explaining the RESULTS of the accomplishment.

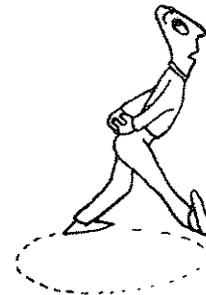
In order to save time and unnecessary delay, all detail and supporting information should be submitted with your suggestion.

For example, if a time-saving procedure is suggested, the amount of time, number of employes involved, and the reason why the proposed method is more efficient than the existing one should be indicated. If a form revision is suggested, the suggested form should be submitted with a copy of the original one.

3. Sign your name, show the classification of your position, the department and division where you are employed, and your mailing address.
4. Mail your suggestion to: The Wisconsin State Employee's Merit Award Board, c/o Bureau of Personnel, State Capitol, Madison, Wisconsin.

## WHAT HAPPENS TO YOUR SUGGESTION

1. Receipt of your suggestion is promptly acknowledged.
2. An identification number is substituted for your name. This insures the impartial consideration of your suggestion on an anonymous basis.
3. The proposal is referred to a Departmental Committee for investigation and report. The committee may consult with experts outside its membership. If an idea is applicable to more than one agency, it may be sent to several committees.
4. The Merit Award Board considers the suggestion and the committee report and decides whether or not an award is merited.
5. You are notified of the Board's action. If an award is made, it is presented promptly. If no award is made, the reason is fully explained in a letter to you.



The Merit Award Board which administers the Service Improvement Program is composed of three members appointed by the Governor. This Board makes the decision as to whether or not an award shall be granted as well as the type and amount of award.



## SOME

Suggestions  
Not Eligible  
For Award

Ideas previously submitted by other employees.

Ideas involving routine items which would be taken care of in the normal course of business, or which the employe would normally be expected to offer in line of duty.

Ideas relating to problems specifically assigned to an employe for research, development, or solution.

Farfetched, impractical ideas.

Grievances and gripes.

## AWARDS

What  
Are  
They?

Awards are determined by the Merit Award Board upon a consideration of the benefits to be received from the use of a suggestion. Two types of awards are granted:

Cash, accompanied with a certificate of award.

Certificate of commendation

A cash award is of such amount and is payable at such time as the Merit Award Board may fix and determine. Duplicate awards will not be made for the same or essentially similar suggestions.

WHAT  
DO  
YOU  
SUGGEST

Why not apply such questions as these to your job?

1. In what ways can present procedures be simplified?
2. What forms can be eliminated or improved?
3. Can cheaper materials be substituted satisfactorily for those we now use?
4. Can some other machine be used to do a better, faster, or more economical job?
5. In what ways can wasteful or extravagant practices be eliminated?
6. Can a special tool or piece of equipment be devised to do an operation now being done by hand?
7. Can any material now being used be cut or trimmed differently for greater economy or efficiency?
8. In what ways can our operations be made safer?
9. In what ways can the equipment or materials we use be better placed to get more efficient or safer operation?

3-54

State of Wisconsin Bureau of Personnel

# MERIT AWARD BOARD

State Capitol

Madison 2, Wis.