

North Dakota State University

Policy Manual

SECTION 165 EMPLOYEE SUGGESTION INCENTIVE PROGRAM

SOURCE: SBHE Human Resources Policy Manual

1. All employees except the President, Vice Presidents, Deans, Department Chairs, and Department Heads are eligible to participate in the Suggestion Incentive Program.
2. An employee may submit a recommendation or proposal to reduce expenditures within the university or the employee's work area to the Vice President for Finance and Administration. All recommendations or proposals presented by an eligible employee will be forwarded to the State Suggestion Incentive Committee. The State Suggestion Incentive Committee shall review all recommendations or proposals and forward its recommendation to the institutional President. The President shall make the final decision on acceptance or rejection of a recommendation or proposal.
3. An NDSU employee whose recommendation or proposal to reduce expenditures is approved by the State Suggestion Incentive Committee and the NDSU President is entitled to receive ten percent of any saving realized, to a maximum of one thousand dollars. The institutional savings must relate directly to the employee's proposed change. The suggestion incentive must be computed on the actual savings for a twelve month period beginning from the time the proposed change is instituted. The employee is entitled to the suggestion incentive payment at the end of the twelve month period in a lump sum payment which is in addition to the employee's regular salary. Employees who qualify for the suggestion incentive are entitled to an award for the first year's savings only and not for any subsequent years.

HISTORY:

New	October 1993
Amended	October 1996
Amended	July 1997
Amended	October 2007