

Alabama Employees' Suggestion Incentive Program

Under the Alabama Employees' Suggestion Incentive Program, a State employee may submit a suggestion to reduce expenditures or increase efficiency within the State of Alabama. The program will make financial incentive awards to State employees whose adopted suggestions result in substantial financial savings or improvement in the efficiency of State operations.

Incentive

Upon approval and implementation of an employee suggestion that is meritorious, the Alabama Employees' Suggestion Incentive Board shall award the employee submitting the suggestion a one-time cash award of one thousand dollars (\$1,000). In an exceptional situation, the Board may award up to five thousand dollars (\$5,000) to an employee for a suggestion or suggestions that result in extraordinary savings or improvement for the State.

Eligibility

All merit and non-merit State employees are eligible to participate in the program, with the exception of elected officials and department heads.

Process for Submitting a Suggestion

Employees can find the Employees' Suggestion Incentive Program Form [here](#) . A complete form shall include the employee's suggestion along with the department head or agency head's recommendation regarding the suggestion and a calculation of savings that would result from implementation of the suggestion. Once the form has been completed by the employee and has been evaluated by the employee's department head or agency head, the form shall be sent to the Employees' Suggestion Incentive Board (see form for mailing address). The department or agency shall not implement an employee suggestion until the Board approves and authorizes implementation.

The Alabama Employees' Suggestion Incentive Board then reviews all recommendations or proposals and determines if:

- The recommendation or proposal was previously submitted and rejected.
- Implementation of the recommendation or proposal is desirable and feasible.
- Implementation of the recommendation or proposal will continue to provide the quality of the services presently provided by the State.

A State department or agency shall implement the employee suggestion within 180 days of the approval notice from the Board or provide a written report to the Board at that time with specific reasons why the department or agency has not implemented the suggestion.

For each Fiscal Year the Employees' Suggestion Incentive Program is funded, the Board will meet in December, March, June and September to review suggestions submitted the previous quarter. Details for the meeting date, time, and location will be posted on the State Personnel Department website at least one (1) week prior to the meeting.