

STATE EMPLOYEE SUGGESTION PROGRAMS RULES

Title 260: Chapter 125

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Office of Management &
Enterprise Services

Human Capital
Management

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Chapter 125 – State Employee Suggestion Programs Rules

Subchapter 1 - General Provisions

260:125-1-1. Purpose

The purpose of this chapter is to provide standards and procedures for the optional implementation of State Employee Suggestion Programs by state agencies as prescribed by Section 1604 of Title 74.

260:125-1-2. Definitions

The following words and terms, when used in this Chapter, shall have the following meaning:

"Adopt" means to accept an employee's idea for implementation.

"Agency" means any office, department, board, commission or institution of the executive branch of state government.

"Appointing Authority" means the chief administrative officer of an agency. As the term is used in the State Employee Suggestion Program rules, the term includes employees of an agency to whom the Appointing Authority has lawfully delegated authority to act on his or her behalf.

"Award" means the monetary payment made to an employee who has submitted a suggestion that was implemented by a state agency.

"Eligible" means the suggester and the suggestion meets the criteria set forth in Section 1604 of Title 74.

"Employee" means any person, permanent or temporary, full, or part-time, classified or unclassified, except the chief administrative officer of an agency, who receives a salary or wage from the State of Oklahoma.

"State Employee Suggestion Program" means the program implemented by a state agency to promote efficiency and effectiveness of state governmental operations in accordance with Section 1604 of Title 74.

"Suggestion" means a constructive idea to improve directly, with economic benefit and tangible cost savings, the operations of a state agency.

Subchapter 3- State Employee Suggestion Program Requirements

260:125-3-1. Designated evaluators

Each Appointing Authority shall assign an individual(s) to evaluate a suggestion and recommend the suggestion for adoption, partial adoption, adoption with modification, or rejection. Each Appointing Authority shall develop guidelines setting forth the time period for evaluations.

260:125-3-2. Development of forms

Each Appointing Authority shall develop forms to be used by the state agency in administering their State Employee Suggestion Program.

260:125-3-3. Suggestion submission

Suggestions shall be submitted via hard copy, fax, or online in a legible manner on the application forms to be provided by the Appointing Authority. Each Appointing Authority shall develop requirements for suggestion submissions that include, at a minimum, the solution and how it can be accomplished; the current methods, practice, or problem; and a cost-benefit analysis of the anticipated savings that will result from implementing the suggestion, and the method used to determine the calculated savings.

260:125-3-4. Notification of suggestion adoption or rejection

Each suggester shall be notified in writing by the Appointing Authority of the decision to adopt or reject the submitted suggestion.

260:125-3-5. Appeals

- (a) Each Appointing Authority shall assign an individual(s) to review appeals submitted by suggesters.
- (b) A suggester may, by appeal, request that either a denial of award or the amount of the award be reconsidered.
- (c) Each Appointing Authority shall develop guidelines for the appeals process that include, at a minimum, the appeal period, appeal format, required appeal information, and appeal submission process.

260:125-3-6. Payment of awards

Each Appointing Authority may establish a payment award scale in accordance with the statutory requirement that the amount of any award does not exceed twenty percent (20%) of the cost savings to the agency.

260:125-3-7. Documentation retention

Each Appointing Authority shall be responsible for retaining and maintaining all agency evaluations and implementation plans.

Subchapter 5- State of Oklahoma Rights

260:125-5-1. State rights

The State of Oklahoma has the right to use a suggestion in any form or modification it deems appropriate without making any payment except for the award determined by the applicable Appointing Authority. All suggestions, whether implemented or not, become property of the State of Oklahoma. The State of Oklahoma has the right to make public all suggesters' identities who are granted an award under the Employee Suggestion Program.