

Innovation Award Policy

Dallas County Facilities Department

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Innovation Awards are meant to reward staff members whose creativity or analysis result in a reduction to expenditures, an increase in revenues or other benefits. There is no limit to the number of Innovation Awards that may be granted to an individual in a fiscal year. Entries can be made in any of the categories listed below.

- Category 1 - suggestion has impact on local engine room or a department.
- Category 2 - suggestion involves improvement in safety and reduction in accidents
- Category 3 - suggestion involves a time saving and/or service improvement and impact is realized within the department.
- Category 4 - suggestion has impact on the entire County with possible impact on the general public.
- Category 5 - suggestion involves a cost savings which is difficult to monitor and determine.
- Category 6 - suggestion involves a direct cost savings in operational costs which are identifiable and need to be monitored for a year.

Awards will be considered up to a maximum of \$1000 per quarter and may be shared among staff members if more than one member is responsible for the suggestion.

- Innovations which fall within categories 1, 2, 3 and 4 and cost-saving ideas valued at less than \$750 are eligible for *gift awards*.
- Innovations which fall within category 5 are eligible for a \$50 *bonus cash award*.
- Innovations which fall within category 6 are eligible for a *cash award* based on the total cost savings as noted in 9.1.
- Gifts may also be given in other situations as directed by the Employee Innovation Awards Advisory Council. The gift awarded will change periodically.
- Each quarter, the Council will publish a call for submissions to engine rooms for new innovative ways of carrying out departmental mandates. All submissions will be forwarded to the coordinator of the program, screened by the Employee Innovation Awards Advisory Council, and forwarded to the Commissioners Court for final decision on the presentation of awards.
- To be eligible for cash award as part of category 6 the net savings resulting from the innovation must be \$750 or more and must be obtained in a 12-month period within 24 months from the date of implementation of the suggestion. The award structure is below:
 - *Savings between \$750 - \$1500* :\$100
 - *Savings between \$1501 - \$3000*: \$200
 - *Savings between \$3001- \$5000*: \$300
 - *Savings between \$5001 - \$7500*: \$400
 - *Savings between \$7501 - \$14999*: \$500

No individual may receive a single Innovation Award greater than \$500 per quarter, but multiple suggestions may be submitted. Innovation/Suggestions should be made in writing following the processes implemented by the department.

For Innovation/Suggestions that yield an extraordinary cost savings or avoidance of \$15,000 or more to the County, a reward commensurate with the innovation/suggestion will be presented to Commissioners Court for approval. There will be consideration of an appropriate award reflective of the implemented impact of the innovation/suggestion.