



intangible savings range from a Certificate of Commendation to \$100.

- Award payments are considered taxable income and required withholding will apply.

**A suggestion is NOT eligible if:**

- It relates to classification and pay and/or personal grievances.
- It duplicates an active suggestion.
- It has already been implemented.
- It directly relates to the suggester's assigned duties or responsibilities.
- It pertains to matters requiring the enactment of legislation.
- It pertains to matters recommended for study, review or summary, or matters, which are the result of assigned of contracted audits, studies, surveys, reviews or research.

For more information:  
Contact your Agency Coordinator  
or Human Resources office.

Visit [www.spa.ga.gov/esp](http://www.spa.ga.gov/esp)  
Employees' Suggestion Program  
State Personnel Administration  
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Atlanta, GA 30334  
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Georgia  
State Personnel Administration




# Employees' Suggestion Program

Do you have  
an idea that  
will make state  
government more  
efficient and  
productive?

*You could earn \$\$  
for your ideas.*

Since 2000, employees have  
been awarded over \$30,000  
for tangible savings.





**T**hrough the Employees' Suggestion Program, Georgia's state government employees have a chance to receive recognition and up to \$5000 for an adopted suggestion.

Created by law, the Employees' Suggestion Program encourages employees to make suggestions to improve Georgia state government operations, saving taxpayer dollars and increasing the effectiveness and efficiency of State government.

### **Do you have a suggestion?**

If you think you have an idea that will improve methods, procedures, morale; reduce cost, waste, errors; or save lives, time or money, then you may have a chance to receive recognition and up to \$5,000!

### **Who is eligible to submit suggestions?**

Most full-time state employees. A suggestion may be submitted on behalf of one or several employees.

### **How do I submit a suggestion?**

Visit [www.spa.ga.gov](http://www.spa.ga.gov) to enter your suggestion online. Online submissions are User ID and password protected. You may also print a copy of the form if you wish to submit your suggestion by mail.

The suggestion will include your contact information and requests

information on the following items:

- Subject of Suggestion
- Specific Description of the Present Condition
- Your Suggestion (including how and where it can be applied)
- Benefits to the State (generate revenue, improve operations, safety, etc.)

### **What happens after the suggestion is submitted?**

After your suggestion has been evaluated, the Employees' Suggestion Program staff will notify you of its status. You may then track your suggestion online using your User ID and password.

What if my suggestion is adopted? Your suggestion will be presented to the State Personnel Board for final approval. Suggestions are presented to the Board after they are received from the adopting department.

### **What type of award will I receive?**

- Awards range from a Certificate of Commendation to a cash award of up to \$5,000.
  - Awards for suggestions resulting in tangible savings are paid in an amount up to 10% of the first year's estimated net labor and material savings, up to a maximum award of \$5,000.
  - Suggestions resulting in
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