Bright Ideas Program

Purpose

The Los Angeles Community College District is fortunate to have classified employees who excel in providing service to the students, faculty, administrators and communities of the District. As the people who staff the front lines and are most knowledgeable about what we do, why we do it, and how we do it, it stands to reason that our classified employees can also be an excellent source of ideas and suggestions for expanding and/or improving the services we provided and creating a positive, safe and supportive working environment.

The Employee Suggestion Program is a recognition/incentive program designed to encourage employees to participate in good management by sharing their ideas for improving the efficiency and effectiveness of the services offered by the District. In addition to improved service, we hope that this program will contribute to more communication, a closer working relationship and a team spirit.

We strongly encourage classified employees to suggest their ideas for review and possible recognition.

Eligible Employees

All classified employees, regular and temporary, are eligible to make suggestions.

Suggestion Eligibility

To be considered for recognition, a suggestion must be useful, practical, constructive and benefit the operations of the District. A suggestion must not only call attention to a problem, but must include a proposed solution to receive consideration.

Examples of Eligible Suggestions

- Improves methods, procedures, service
- Proposes new services or new methods
- Increases employee morale
- Saves time, materials, labor, energy or money
- Increases productivity or efficiency
- Reduces errors, steps or waste
- Improves working conditions
- Improves service to the public
- Enhances safety

Examples of Ineligible Suggestions

- A suggestion which is outside the statutory authority to implement.
- A suggestion which represents a part of the normal duties over which the employee has the authority to make change
Examples of Ineligible Suggestions (cont.)

- A suggestion by an employee whose duties are research or planning, unless unrelated to the normal work assignment
- Enforcement of existing rules or regulations or call for following routine, normal and established procedures
- Salary, job classification, benefit changes or collective bargaining matters
- Complaints and grievances
- Suggestions for which an award has previously been granted
- Duplication of suggestions that are currently under active consideration

Process

1. All suggestions must be submitted on the official online Employee Suggestion Form that is downloadable from this website: http://www.laccd.edu/perscom/Bright_Ideas/suggestion.asp, available in each college Personnel Office or in the Personnel Commission Office.

2. If not submitted online, the suggestion must be legibly written or typed and signed and dated by the originator.

3. The completed form should be sent in online or to the Personnel Commission Office at 770 Wilshire Bl. 4th Floor, Los Angeles, CA 90017 or via Courier Mail.

4. Suggestions can be submitted at any time.

5. Upon receipt, the suggestion will be date stamped and the originator will receive a letter of acknowledgement. If identical suggestions are submitted, the suggestion bearing the earliest date of receipt will be the one considered for recognition.

6. A general review of the suggestion will be made to determine if the employee and suggestion are eligible. If there are any questions about the suggestion or more information is needed, the employee will be contacted. The originator will be notified if a suggestion is determined to be ineligible.

7. Evaluators will possess knowledge of suggestion subject matter and District operations. They will be sufficiently qualified to consider the following: originality of the suggestion; value of the suggestion; feasibility of its implementation; extent of its application; and estimation of costs and savings of implementation.

8. Evaluators shall be responsible for making a recommendation regarding the disposition of the suggestion and nature of award to the Sr. Vice Chancellor or College President. All determinations by evaluators are final.

9. Ideas become the property of the Los Angeles Community College District. When a suggestion is submitted, the suggester agrees that the District shall have the right to make full use of the suggestion. The use of employee suggestions by the District shall not be the basis of further claims of any kind by the suggester or the suggester’s heirs or assigns.

10. The District retains the right to change policies or terminate the employee suggestion program at any time. A suggestion submitted prior to the effective date of a change in policy will be governed by the policy in effect when the suggestion was submitted.

Recognition Awards

When suggestions are adopted and implemented by the District, an award will be granted to the suggester. Awards may include but are not limited to certificates of recognition, gifts of appreciation, time off, preferred parking, etc.

Additional ways to recognize the suggestions of employees, including monetary awards, are being explored.

Subsequent adoption of the suggestion by another operating unit or location shall not result in additional award to the employee.