

**THE UNIVERSITY OF WEST FLORIDA
Program of Incentive for Efficiency
SUGGESTION FORM**

Name (Last, First, MI):	UWF ID Number:	Joint Suggestion: YES NO
Position Title:	Department/Campus Address:	Campus Ext.

Subject of this suggestion:

Specify to which work unit(s) this suggestion applies:

Describe the PRESENT condition. Be specific. (Must attach schedule of historical cost or revenue)

Describe your SUGGESTION. (Include drawings, samples, or other information)

Describe the CASH BENEFIT to the State, Indicate how your suggestion will reduce the cost and/or generate revenue. (Please include cost differences resulting from implementation of this suggestion.)

My suggestion is submitted for consideration under the terms and conditions of The University of West Florida's Program of Incentive for Efficiency as set forth on the back of this form. I have read these rules and understand and agree that the State of Florida and the University of West Florida shall have the right to make full use of my suggestion.

Suggestor's Signature	Date
------------------------------	-------------

THIS BOX FOR OFFICE OF HUMAN RESOUSRCES USE ONLY

Control Number	Assigned Evaluator	Final Action
----------------	--------------------	--------------

INSTRUCTIONS

1. Please fill in on line or print and **type** the Form.
2. Attach additional pages if necessary and indicate the item that you are continuing.
3. Complete all sections. Sign and date the form. **Incomplete forms will be returned.**
4. Send the completed form and any attachments to:

Program of Incentive for Efficiency Coordinator
University of West Florida
Office of Human Resources
Building 20E, Room 117C
11000 University Parkway
Pensacola, FL 32514

5. **If joint suggestion, each person must complete a separate suggestion form.**
6. For additional information, call Jeff Comeau at 474-2610.

PROGRAM REQUIREMENTS

1. All University of West Florida current employees are eligible to participate.
2. Submit each suggestion on a separate form.
3. Describe the current situation or practice. **You must document historical cost or revenue.**
4. Propose a specific improvement or solution.
5. Describe a specific plan for implementation. **You must include detailed explanation and schedule of future cost savings or revenue increase.**
6. Include ideas that eliminate waste; save time, money, or materials; and/or generate revenue for the State.
7. A Suggestion is *not eligible* if it:
 - *Relates to classification and pay and/or personal grievances or to issues related to collective bargaining.*
 - *Duplicates an active suggestion.*
 - *Has already been implemented or is under formal review by the University.*
 - *Is an anticipated product of an employee assignment.*
 - *Is not signed by an eligible employee.*
 - *Results from research assigned by the University for which the employee has been or will be compensated by the University.*

AWARD

As a suggestor, you may receive cash award from the University if your suggestion is implemented, saves money, and/or generates revenue. You may receive up to 10% of the first year savings or revenue, not to exceed \$25,000.00.

- All awards are reviewed by the Program of Incentive for Efficiency Steering Committee.
- Suggestions not adopted may be appealed. All decisions of the Appeal Committee are final.
- Acceptance of a cash award constitutes an agreement between the suggestor and the State University System that the suggestor waives all future rights to the suggestion regardless of how it is used by the State University System.
- Awards are subject to a higher supplemental rate for Federal Income tax Social Security taxes.

OTHER INFORMATION

A copy of your completed suggestion form will be returned to you. The permanent control number assigned to the proposal will be shown on the bottom of the form. The University has 75 working days to evaluate your suggestions and notify you of their decision.

Suggestions that are not adopted remain on site for one year from the date that the suggestor is notified of non-adoption. The suggestor may resubmit the suggestion after one year for reconsideration.

The University of West Florida reserves the right to change or amend the rules of the program at its discretion.

THANK YOU FOR YOUR GOOD IDEAS ON IMPROVING THE STATE UNIVERSITY SYSTEM.