



February 7, 2019

Board of Directors
 Ventura Regional Sanitation District
 Ventura, California

PROPOSED EXPANSION OF VRSD SUGGESTION AWARD PROGRAM

RECOMMENDATION

Direct the General Manager to apply the VRSD Suggestion Award Program to all District staff.

FISCAL IMPACT

The exact fiscal impact is unknown at this time because it is unknown who might be availing themselves of these incentives. However, this project may result in a positive financial impact to the District, because the awards are one-time in nature and significantly less than the on-going savings to the District.

BACKGROUND/ANALYSIS

The District has long recognized that its employees have much to contribute in the development of efficient District operations. As such, the Memoranda of Understanding (MOUs) with both District bargaining units (i.e., SEIU and IOUE) include the following “incentive-to-help-improve-District-operations” provision:

“In an effort to encourage employees to make suggestions which improve the efficiency and economy of District activities, the District has established a suggestion award program. If the District implements an employee’s suggestions, the following award schedule shall apply:

Extent of Yearly Savings	Award
Up to \$4,000	\$50+recognition certificate
\$4,000 - \$10,000	\$100+recognition certificate
Over \$10,000	\$200+recognition certificate”

The SEIU MOU includes a limit of 3-awards per individual per year, while the IOUE does not mention any such limits.


It has recently come to General Manager’s attention that unrepresented employees of the District don’t qualify for the Suggestion Award Program as there is no reference to such a program within the Personnel & Salary Ordinance (P&S).

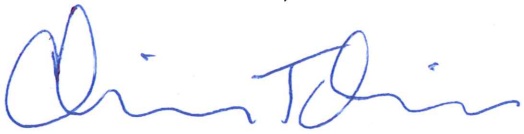
Given the potentially significant benefits to the District by ensuring all of its employees are fully-engaged in and have an incentive to contribute to efficiency improvements, the General Manager is requesting Board approval to implement the Award Suggestion Program to all VRSD employees, regardless of represented status or not. It is the General Manager's intention to incorporate the Award Suggestion Program into the next revision of the P&S Ordinance.

This letter and the associated contract have been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me by phone at (805) 658-4646 or via email at TinaRivera@vrzd.com.

ALVERTINA RIVERA, DIRECTOR OF FINANCE

APPROVED FOR BUDGET IMPACT: 
Alvertina Rivera, Director of Finance

APPROVED FOR AGENDA: 
Chris Theisen, General Manager

Attachments: None