

EARN Program Policy

A. Introduction

The Employees Acting on Roswell's Needs ("EARN") program was created to provide employees the opportunity of exploring, introducing, and being rewarded for ideas that create cost savings and/or efficiency gains for the City of Roswell. EARN encourages employees to examine current processes and to develop innovations that ultimately lead to greater performance either in terms of reduction in City expenses or reduction in time needed to perform job duties. As an incentive program, employees who submit ideas that meet all program requirements and that create measurable returns will receive compensation in return. The following policy outlines the specific details of the program.

B. Incentive Specifications

- (1) Ideas must be implemented for at least a six-month period after formal approval from EARN Board
- (2) Annual savings must equal a minimum of \$5,000.00
- (3) The award is 10% of the actual cost savings of one fiscal year for any cost savings measure likely to continue for two or more years. A 5% award will be given for any one time only cost savings measure. Employees in a "working test period" must complete the working test period before award is made.
- (4) Maximum award amount is \$20,000.00 (before taxes) per idea. If multiple employees are involved the reward will be split amongst the involved employees.
- (5) Efficiency gains (or time savings) ideas will be awarded with either special comp time or a gift card. The decision on the type of compensation and amount of compensation will be decided by Board and shall not exceed 8 hours of special comp time or \$50 in gift card value.
- (6) Actual savings derived from an idea submitted through the EARN program (aside from the employee's compensation) will be allocated towards the City's employee benefits fund for a maximum of three years.
- (7) If multiple employees submit similar ideas, the City Administrator has the final authority on how to determine the award. This may include the thoroughness and or timelines of each submission. The City Administrator also has the authority to split the award.



C. Eligibility

All submissions must:

- (1) Have measurable savings
- (2) Must display innovation above the employee’s fiscal responsibility outlined in their day to day, normal, routine job responsibilities, subject to review by the Board.

Exclusions: Elected officials, City Administrator, Deputy City Administrator, Department Directors, Deputy (Assistant) Directors and Chiefs.

D. Submittal and Approval Process

The EARN submittal workflow is as follows:

- (1) Complete an EARN submission form
- (2) The form is then submitted electronically to an online system which requires a copy sent to the employee’s immediate supervisor. If the employee does not have internet access the form may be sent hard copy to the Finance Director and must be copied to the employee’s immediate supervisor. The Finance Director is responsible for entering the form into a database.
- (3) The Board shall meet monthly on a basis at a mutually agreed upon date and time to review the idea.
 - a. The Board will notify the Finance Director of the date and time of the meeting and request all cost savings projections to be completed beforehand.
- (4) The employee submitting the idea, or designee, will provide a brief presentation, no more than 10 minutes in length, to the Board and answer any follow up questions. The employee is allowed to bring additional personnel to help present the idea.
- (5) The Board will then continue in a closed work session
 - a. In some cases, the Board can request an extension from the City Administrator for further deliberation and information gathering.
 - b. The Board will vote to approve or reject the submission. In the case of a split decision, the City Administrator will break the tie .
- (6) The employee will be notified of the Board’s findings and include an explanation.
- (7) If approved, the findings will then be presented to City Administrator and then ultimately to the Mayor and Council for final approval.
- (8) Date and time of the implementation of the idea will be determined by the Board and Finance Director.



- (9) Savings monitoring and evaluation will be tracked by the Finance Department. Once the required duration has been met, the Finance Director will present the total savings and recommended award amount to the City Administrator for final approval. The employee will be notified of the incentive details, such as, the calculated amount and the projected date for receipt.

E. EARN Board Composition

- (1) Full-time employees only
- (2) Employees must have been employed full-time with the City of Roswell for a minimum of 3 years
 - a. The Board will be comprised of one representative from each of the eight City of Roswell departments plus one alternate from each department. The eight primary representatives are voting members, unless the primary is unavailable for the Board meeting. In such circumstance the alternate will assume the primary role. Alternates are required to attend all Board meetings with the exception of valid exigencies. After one year, the primary representatives will be replaced by the alternate representatives. Prior to stepping down, the primary representatives will select a new alternate representative. The first three years of representation will be made up of Compass Group representatives to ensure the Board is fulfilling its intended purpose.