

WASHINGTON



Secretary of State

WA State Productivity Board Introduction

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Agenda



- Introduction / Overview
- Innovation and Recognition
- Suggestion Process Overview
- Submitting a Suggestion
- Awards and Payment
- Agency Responsibilities
- Success Stories
- Questions

What is the Productivity Board?



The Productivity Board encourages employee input to make the state more efficient and effective.

Provides an opportunity for cash incentives for approved suggestions.

Allows state employees to have their ideas heard in a neutral forum.

Provides a venue for employees to share ideas with other agencies.

Ensures fairness and consistency among agencies.

Previous Program (1982-2011)



Average of one suggestion every calendar day with over \$58 million in first year savings



Many suggestions resulted in ongoing savings



Over \$1 million awarded to state employees for their efforts



\$9.48 in savings for every \$1.00 spent on PB program

Secretary of State Overview



Secretary Hobbs leads one of Washington's most diverse state-government offices, which is responsible for managing state and local elections, corporation and charity filings, Washington State Library, Washington Talking Book & Braille Library, and Washington State Archives. In addition, his office oversees the Combined Fund Drive for charitable giving by state employees and administers the state's Address Confidentiality Program to help protect survivors of crime.

Innovation and Recognition

- The Productivity Board is a bit of a misnomer.
- Your innovative LEAN efforts increase productivity.
- The Productivity Board provides an avenue to receive cash recognition for ideas and innovations that reduce the state's operating costs.



Continuous Improvement Focus

- Many of your projects save money
- With your agency's approval, you can submit your project before implementation or up to one year after project completion
- Your entire team can receive a cash award



Teamwork Incentive Program

The Teamwork Incentive Program rewards teams that implement cost saving or revenue generating projects.

The **Teamwork Incentive Program (TIP)** provides up to twenty-five percent of overall savings for teams of two or more, with team members receiving up to \$10,000 each.

Applications can be submitted before or after the suggestion is implemented.

Submissions require agency approval.

Employee Suggestion Program

The Employee Suggestion Program allows employees to submit ideas that the agency implements.



The **Employee Suggestion Program** provides up to \$10,000 to individuals whose adopted ideas save money or generate revenue.



Applications must be submitted before the idea is implemented.



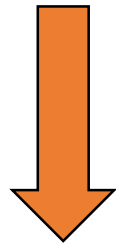
Ideas can be for more than one agency.



Agencies can provide recognition awards up to \$200 in value for ideas that don't have tangible savings.

ESP/TIP Submission Process

Employee/Team submits idea.
Team ideas must have agency approval.

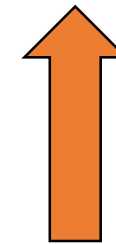


Productivity Board staff
determines eligibility
(ESP only)



Evaluation goes to Board

Agency evaluates
for feasibility
(ESP only)



Keys to a successful ESP application



- Forms and eligibility requirements are on the Productivity Board website
- Complete all requested information
- Provide research
 - Cite sources
 - Name internal agency sources
- Review eligibility requirements
- Does the evaluator have sufficient information to make a determination?
- Provide cost / benefit calculations, if appropriate

Awards and Payment



- Awards are paid by the agency(s) benefitting from the suggestion. All awards are taxed as income.
- PB encourages the immediate disbursement of awards whenever possible. Ex) Suggestion likely to cut costs/generate revenue
- Large savings/revenue/awards: May be made in installments (one up front, one after realization). Board may require disbursement in installments and/or ongoing tracking.

Responsibilities

Agency Responsibilities

- Promote PB program
 - Assign Coordinator
 - Evaluate suggestions
 - Ensure that new employees receive orientation about the program
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- RCW – 41.60
 - WAC – 383-06, 383-07

Benefits to Your Agency



Employee engagement and retention



Cost savings



Revenue increases



Alignment with state LEAN initiatives



Improve customer service, safety, staffing, etc.

Examples

A WSP trooper suggested that the agency have each local district enter into low-bid contracts for tow services. The suggestion saved **\$64,000**.

A Correctional Supervisor at the Washington Corrections Center for Women recommended that DOC sell fluorescent light bulbs instead of incandescent light bulbs at inmate stores, saving over **\$250,000** over 10 years.

A TIP team at WSDOT helped the agency eliminate outside vendor fees by creating an entirely new management and reporting system for its field inspectors. The new system saved the agency **\$422,480** in the first year.

Another WSDOT suggestion was to install a light that would indicate to the driver when it was time to shift in the 525 trucks in the fleet with manual transmissions. This simple change resulted in **\$1,801,800** in first-year savings, and helped reduce emissions.

Familiar Employee Ideas In Use



The Department of Licensing redesigned the back of drivers' licenses to include organ donor information instead of using a sticker.

The Department of Transportation installed signs along I-5 that read "Feeling tired? Rest area 10 miles" after a State Patrol Sergeant submitted the suggestion.

The Department of Licensing began issuing child identification cards that include fingerprints. Two employees submitted the idea after a string of child abductions.

The Department of Labor & Industries created a website for the public to report all types of fraud relating to Industrial Insurance.

Questions?



Secretary of State
Productivity Board

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