



K A N S A S

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DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

MEMORANDUM

TO: Human Resource Directors

FROM: Jack Rickerson
Division of Personnel Services

DATE: June 20, 2003

SUBJECT: Employee Suggestion Program

The Employee Suggestion Program is a high priority with the Governor and Secretary of Administration. I appreciate the work you have done thus far on carrying out this initiative to reward employees. In fact, some employees have already received an award for cost savings suggestions. However, there still are some employees who have suggestions to submit but do not know the process to use.

In the first week of May, the Division circulated to each agency the new Employee Suggestion Guidelines and Forms, as well as the Governor's directive for each agency to establish a means of communicating their agency's suggestion program to employees including the process for submitting suggestions. If you have not already done so, please develop a process that can be communicated to your employees. Employees need to know that their ideas are welcome and that it is easy for them to submit a suggestion. Employee Suggestion Guidelines and Forms can be found on our website at <http://da.state.ks.us/suggest.htm>.

We welcome the opportunity to assist any agency experiencing difficulty in getting a system in place. Please contact Jim Gardner at (785) 296-4352 or james.gardner@da.state.ks.us if you have questions or would like assistance with developing a system for your agency. Thank you for your support of this program.

JR:JG