

Employee Cost Savings Suggestions Program Rules

1. Suggestions can be submitted only by employees of Tulsa Public Schools and may be made by individual employees or teams of two or more employees. Tulsa Public Schools' Leadership Team members (Principals, Directors, and above) are not eligible for the program.
2. Suggestions must be in writing, on the approved form, signed, and include a description of the current procedure with specific recommendations for improvement.
3. The suggestion must be the idea of the employee or employees signing the form. By signing the official suggestion form, the employee agrees to be governed by the rules and procedures of the program. All suggestions become the sole property of Tulsa Public Schools.
4. Suggestions must provide for a quantifiable, true cost savings to the district that results in a reduction of the appropriation to the department(s) implementing the suggestion for at least a three-year period.
5. Committee members will determine the cost savings associated with a suggestion. The committee may choose to request input and review of suggestions by the employee(s) or other individuals as the Committee determines necessary. Decisions made by the Review Committee will be final and there will be no appeal of the committee's decisions. Determinations of the Committee shall be final and binding on the employee(s). The acceptance or denial of an award will be based on the criteria listed and, therefore, is not a grievable matter. The Review Committee Chairperson will interpret rules and decisions.
6. Cash awards will be paid at the Back-to-school Kick-off the calendar year following the year the suggestions are approved by the Board of Education for implementation provided the person receiving the award is still employed by Tulsa Public Schools. Awards will be calculated as 10% of expected cost savings over a 12-month period, not to exceed \$10,000 for each implemented suggestion, adjusted for actual results achieved between when the suggestion is implemented and the date of the cash award. Awards will be paid through the District payroll system and applicable taxes and other employment-related deductions will be withheld.
7. Tulsa Public Schools has the exclusive right to determine award policy and structure, and retains the right to revise the terms and conditions of the program at any time without prior notice.