

**THE CORPORATION OF THE CITY OF WINDSOR  
POLICY**

Service Area:	<b>Chief Administrative Office</b>	Policy No.:	
Department:	<b>Corporate Wide</b>	Approval Date:	<b>November 18, 2019</b>
Division:		Approved By:	<b>CR 554/2019</b>
		Effective Date:	<b>November 18, 2019</b>
Subject:	<b>Employee Suggestion Program – “Simply Brilliant”</b>	Procedure Ref.:	
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Prepared By:	Diane Ryan – Senior Manager of Administration and Executive Assistant to the CAO		Date:

**1. POLICY**

- 1.1** The Corporation of the City of Windsor (“City”) is committed to improving the effectiveness, efficiency, and responsiveness of municipal services. The *Employee Suggestion Program* supports that commitment through the knowledge, experience, and insight of City employees (“employees”).
- 1.2** The *Employee Suggestion Program – “Simply Brilliant”* Policy (“Policy”) sets out how *Simply Brilliant* recognizes ideas and motivates creative thinking as an integral part of the corporate culture.

**2. PURPOSE**

- 2.1** This Policy provides the framework for the *Employee Suggestion Program*, known as *Simply Brilliant*, to ensure that all employees are aware of the submission criteria, process, and award procedure.
- 2.2** The purpose of *Simply Brilliant* is to improve customer service and City operations by encouraging employees to bring forward innovative ideas on new practices, to communicate inefficiencies, waste and ineffective processes, and to otherwise offer suggestions for potential improvements.

**3. SCOPE**

- 3.1** All employees (regular full-time, part-time, contract, and temporary, inclusive of seasonal and recreation staff) are eligible to submit suggestions to *Simply Brilliant*, with the exception of Corporate Leadership Team members and the Chief Administrative Officer.
  - 3.1.1** Transit Windsor employees are eligible to submit suggestions to *Simply Brilliant* (as approved by Transit Windsor Board Resolution M104-2015). Application of this Policy will be in accordance with the applicable provisions provided by the Transit Windsor Board.
  - 3.1.2** This Policy does not apply to other agencies, boards, corporations, and commissions of the City or organizations that receive funding from the City.
- 3.2** Submissions to *Simply Brilliant* can pertain to any department, program, facility, or service that the City owns or operates.

#### **4. RESPONSIBILITY**

- 4.1 The Chief Administrative Officer, or designate, is responsible for:
  - 4.1.1 Supporting *Simply Brilliant* and implementing approved changes.
  - 4.1.2 Securing sufficient funding for the administration of *Simply Brilliant*.
  - 4.1.3 Approving of all financial awards arising from approved submissions.
- 4.2 The Corporate Leadership Team members (“CLT”), or designate(s), are responsible for their respective areas in:
  - 4.2.1 Evaluating each *Simply Brilliant* suggestion and approving submissions that are appropriate, practical, and beneficial to the City in accordance with the criteria of *Simply Brilliant*.
  - 4.2.2 Providing written feedback or comment for submissions that are not approved under *Simply Brilliant*.
  - 4.2.3 Implementing and monitoring changes that have been approved under *Simply Brilliant*.
- 4.3 The *Simply Brilliant* Corporate Coordinator is responsible for:
  - 4.3.1 The administration of *Simply Brilliant*, including:
    - 4.3.1.1 Receiving, processing, and distributing *Simply Brilliant* submissions to the appropriate CLT member.
    - 4.3.1.2 Notifying employees of submission approval or rejection.
    - 4.3.1.3 Keeping of records related to *Simply Brilliant* in accordance with the *City Records Retention By-Law 21-2013*.
    - 4.3.1.4 Ensuring this Policy is updated to reflect the requirements of any other Corporate policy.
- 4.4 The Deputy Treasurer – Financial Planning, or designate, is responsible for:
  - 4.4.1 Tracking financial savings or revenue earned from implemented *Simply Brilliant* ideas, for a period of one year, for the purposes of calculating the appropriate financial reward.
- 4.5 The Manager, Payroll Services is responsible for:
  - 4.5.1 Processing approved financial awards.
- 4.6 Department Heads, Managers, Supervisors, and Employees are responsible for:
  - 4.6.1 Thinking critically and creatively about improvements to City operations and services when submitting written proposals to *Simply Brilliant*.

#### **5. GOVERNING RULES AND REGULATIONS**

- 5.1 Submissions to *Simply Brilliant* should achieve one or more of the following results:
  - 5.1.1 Improve productivity in a municipal operation;
  - 5.1.2 Improve service to the public;
  - 5.1.3 Eliminate waste;
  - 5.1.4 Eliminate unnecessary paperwork;
  - 5.1.5 Reduce hazards and improve employee and/or public health and safety;
  - 5.1.6 Preserve and improve use of equipment;
  - 5.1.7 Improve control and handling of supplies; and/or
  - 5.1.8 Any other result that would provide a benefit to the City.
- 5.2 Employees shall submit a *Simply Brilliant Submission Form* to the *Simply Brilliant* Corporate Coordinator for consideration, as per the *Simply Brilliant* submissions procedure.

- 5.3** Employees who have their submission approved will receive a certificate and a one-time \$50 reward.
- 5.3.1** If the approved submission results in potential financial savings or increased revenue to the City, the employee(s) will receive as reward 10% of the total savings or revenue calculated over the first year up to a maximum of \$5,000.
- 5.4** If an employee receives a rejection for a suggestion that is later implemented within five years of the submission date, the employee can request reconsideration. If it is found that the idea was implemented due to the suggestion, the employee will receive a certificate and a one-time \$50 reward.
- 5.4.1** Reconsideration requests are limited to the one-time \$50 reward.
- 5.4.2** Suggestions not implemented within five years due to technological or other limitations will not be eligible for any further award if implemented at a later date.
- 5.5** All submissions become the property of the City and shall not form the basis of a future claim upon the City by the employee(s), his/her/their heirs, successors, or assigns, including ideas that are subsequently patented.
- 5.5.1** If an employee or group of employees subsequently obtains a patent for a creative idea for which he/she/they have received an award all benefits from the patent shall accrue to the employee(s) provided that the City shall be entitled to use the patented idea, feature, device, product, process, apparatus, or design without charge.
- 5.5.2** Submission of a creative idea to *Simply Brilliant* implies consent by the person making the creative idea to the use of all, any, or no part thereof by the City. Awarded ideas may be implemented in any or all departments without further reward.

## **6. RECORDS, FORMS AND ATTACHMENTS**

- 6.1** The retention schedule for *Simply Brilliant* submissions is Current Year + 5, in accordance with *Records Retention By-Law 21-2013*.
- 6.2** The Simply Brilliant Corporate Coordinator shall have the authority to create and revise the policy and its procedures as required from time to time.
- 6.3** The form applicable to this policy is the *Simply Brilliant Submission Form*.
- 6.4** The form may be amended by the Simply Brilliant Corporate Coordinator as required from time to time.
- 6.5** The procedure applicable to this policy is the *Simply Brilliant Procedure*.