WASHINGTON

Secretary of State
Productivity Board

Board Member

Resource Guide 2024

Contents

Overview

The Productivity Board incentivizes state employees to brainstorm ideas and create solutions to help Washington's state government operate more efficiently and effectively by stimulating innovation, eliminating waste, and reducing spending.

As a board member, you will oversee the State's employee suggestion program, make rules and regulations, and have the final say on awards.

Incentive Programs

Employee Suggestion Program (ESP)

An ESP suggestion is a single solution for a current problem or condition proposed by a single employee. If that suggestion is adopted, 10% of net savings/revenue can be awarded to the employee, up to $10,000.

Suggestions made through this program may propose intangible improvements, i.e., ideas with no monetary impact. Such suggestions might instead seek to improve working conditions, morale, safety, etc.

ESP suggestions must be submitted before implementation.

Teamwork Incentive Program (TIP)

A TIP project proposes process improvements that provide quantifiable savings/revenue. These projects differ from ESP suggestions in a few key ways:

- Must be executed by a team of two or more
- Must provide quantifiable savings/revenue
- Applications can be submitted before or after implementation
- Awards up to 25% of the project's net savings/revenue, up to $10,000 per team member.

Recognition Awards

Agencies may choose to award up to $200 in value to individuals for ideas that don't have tangible fiscal impact. These recognition awards may also be given to employees for reasons outside of participation in Productivity Board incentive programs, such as length of public service, "Employee of the Month" winners, etc.

ESP/TIP Process

State government agencies will designate an Agency Coordinator responsible for promoting Productivity Board programming internally and serving as a point of contact for employees throughout the application process.

Once an employee has completed an ESP/TIP application, their proposal will be reviewed by Productivity Board staff for eligibility. Here are some examples of criteria that would determine whether a proposal can move forward:

Eligible	**Ineligible**
• Saves money	• Personal Complaints
• Generates revenue	• Changes in salaries, positions, classifications, benefits, state holidays, retirement compensation, etc.
• Eliminates waste/duplication	
• Conserves energy	
• Improves working conditions	
• Proposed by a single employee (ESP) or a team of at least two employees (TIP)	• Relates to the enforcement of laws, policies, procedures, etc.
• New idea	• Common sense ideas
	• Already implemented (ESP)
	• Outside the purview of state government

- Part of the employee's
  regular job duties (ESP)

Once an application has been approved, Productivity Board staff will send the proposal to the agency to designate an Agency Evaluator. Evaluators have 45 days to assess the practicality of a proposal and make a recommendation: Adopt, Modified Adopt, or Non-Adopt.

Board Members will review these recommendations. Prior to each Board meeting, two members will volunteer on a rotating basis to evaluate ESP/TIP proposals before the board meeting and be prepared to answer questions that may come up.

Productivity Board Responsibilities

According to WAC 383-06-030 (ESP) and WAC 383-07-030 (TIP), the responsibilities of the board shall include:

- Promotion, marketing, and reporting of the program to agency heads and the legislature
- Establishment of policies under which the program shall be promoted and administered, including criteria for suggestion acceptability for evaluation and granting of awards, responsibilities of agency management, program liaisons, and agency employees
- Adoption of rules and regulations necessary for the administration of the act
- Final determination in approving team participation (TIP)
- Final determination of awards/award amounts
- Hearing of appeals (ESP)
- Meeting upon the chairman's call or a majority of the board at least four times per year. Four voting members shall constitute a quorum. Ex officio members may not vote.

Productivity Boad Staff

Productivity Board staff will support all Board activities. They will provide context for specific issues, histories of past actions, guidelines, and recommendations and perform research. Staff can help provide direction and assistance for agencies and Board Members. Staff will also schedule and facilitate meetings and other communications between members and agency representatives. Suggestions from the Board regarding the optimal administration of the Productivity Board is welcomed.

Monthly Board Meetings

When: TBD

Where: Secretary of State Conference Room, 416 Sid Snyder Ave. SW, Olympia, WA 98504 or virtually.

Productivity Board Members will meet to make final decisions regarding ESP suggestions, TIP projects, and appeals, and attend to other matters relating to the Productivity Board. These meetings will be open public meetings, in accordance with RCW 42.30, and should last about an hour. Board members agree to make every effort to attend regularly, except when an emergency arises.

Packets containing an agenda, previous meeting minutes, synopses of relevant proposals, program reports, etc., will be compiled and disseminated to Board Members two weeks before meeting.

Meetings will follow basic parliamentary procedure insofar as it contributes to the efficiency and efficacy of panels.

Typical meetings will follow this order:

1. Call to order, welcome attendees, and board member introductions.
2. Roll call to establish a quorum (at least four voting members, per WAC 383-06-030).
3. Approval of minutes. This can be done by silent assent and does not need a motion or second.

4. Productivity Board staff will give a report containing updates on operations, personnel, events, etc.
5. The Board will review and vote on proposals in order of the recommendations their agencies have given them. First, "Adopt" recommendations, then "Modified Adopt," and finally, "Non-Adopt."
6. Review and vote on Multiple Agency Suggestions
7. Review and vote on appeals.
8. Establishment of the next meeting date and identify two board member volunteers to review the contents of the next meeting's docket before the meeting.

Events

The Productivity Board holds an Innovations in State Government Awards ceremony in February and participates in Public Service Recognition Week events held the first full week of May. Board Members shall attend and participate in events whenever possible.

Resources

- **Productivity Board Statute:**
  RCW 41.60 https://app.leg.wa.gov/RCW/default.aspx?cite=41.60

- **Employee Suggestion Program Guidelines:**
  WAC 383-06 (ESP)
  https://app.leg.wa.gov/wac/default.aspx?cite=383-06

- **Teamwork Incentive Program Guidelines:**
  WAC 383-07 (TIP)
  https://app.leg.wa.gov/WAC/default.aspx?cite=383-07

- **Productivity Board Webpage:**
  www.sos.wa.gov/productivity-board

- **Contact:** productivityboard@sos.wa.gov or (360) 725-0381