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J. D. Clark
County Judge

COUNTY OF WISE

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OFFICE OF THE COUNTY JUDGE
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Wise Innovations, Solutions, and Efficiency (WISE) Program *Employee Incentive Initiative*

The Wise Innovations, Solutions, and Efficiency (WISE) Program is designed to recognize and reward Wise County employees who identify ways to reduce expenses and improve the quality of services in Wise County government.

WHAT IS IT? The WISE Program encourages Wise County employees to submit ideas that will result in a reduction in County expenses or will improve the quality of a service that Wise County offers.

WHAT IS THE INCENTIVE? An employee who submits an original idea or suggestion that is accepted by his or her Department Head will be recognized with a certificate in Wise County Commissioners Court. If an employee's approved idea or suggestion also results in a financial savings in the 2015-2016 budget, that employee will receive an incentive award that is 10 percent of the savings. For example, if an employee's idea results in a \$2,500 savings in the budget, that employee will receive a \$250 incentive award. The incentive award must be a minimum of \$50 (10% of a \$500 savings) but cannot exceed \$500 (10% of a \$5,000+ savings). Not all ideas will result in cost savings. If an idea helps a department become more efficient or improve a process but does not produce a cost savings of at least \$500, the employee will be recognized with a certificate in Commissioners Court but will not receive a monetary incentive award.

WHO IS ELIGIBLE TO SUBMIT AN IDEA? Any full-time Wise County employee who is **NOT** a Department Head or Elected Official is eligible to submit an idea.

HOW DO I SUBMIT AN IDEA? Use the form included in this packet to submit your idea or suggestion in writing to your Department Head. Proposal forms must be received by your Department Head by Friday, April 3, 2015.

E-Mail: cojudge@co.wise.tx.us



WHAT ARE ELIGIBLE IDEAS? Eligible ideas include- but are not limited to- suggestions that will reduce costs, improve the quality of services, eliminate delays, increase efficiency, improve office procedures, and generally improve the quality of government in Wise County.

WHAT ARE INELIGIBLE IDEAS? Ineligible ideas include- but are not limited to- suggestions that affect employee pay, suggestions that involve health or retirement benefits, complaints, or ideas that are already currently under consideration.

WHO WILL CONSIDER THE IDEAS? Department Heads will determine the feasibility or impact of an idea on his or her department and decide if the idea can/should be implemented. The Department Head will then submit accepted/selected ideas to the County Judge by Friday, May 1. The WISE Review Committee (County Judge, Auditor, and Commissioners Court Attorney) will then review the ideas selected by the Department Heads and will make recommendations to the Commissioners Court.

WHEN WILL INCENTIVES BE RECEIVED? Because any potential financial savings from an accepted idea will not be official until the new budget is approved and implemented by the Commissioners Court, any financial incentive awards and certificates of recognition will be issued at the first Commissioners Court meeting after the new budget takes effect on October 1, 2015.

WHAT IF I HAVE MORE THAN ONE IDEA? Employees are welcome to submit more than one idea proposal.

WHAT IF MULTIPLE PEOPLE SUBMIT THE SAME IDEA? If more than one person submits the same idea proposal, only the proposal received first will be considered. If multiple people present similar or related (but not identical) ideas, the WISE Review Committee and Commissioners Court reserve the right to split the stipend among multiple people if appropriate. In some cases, the County may not be able to determine the savings until after the idea has actually been implemented and practiced for some period of time, so the WISE Review Committee and Commissioners Court reserve the right to track actual results and make a decision later.

WHAT IF I HAVE MORE QUESTIONS? If you need more information about this program, contact the County Judge's Office by e-mail at cojudge@co.wise.tx.us, by phone at (940) 627-5743, or in person on the first floor of the Wise County Courthouse.

WISE INNOVATIONS, SOLUTIONS, AND EFFICIENCY (WISE) PROGRAM

IDEA PROPOSAL FORM

Name: _____

Department: _____

Contact Info: _____

Signature: _____

****FEEL FREE TO ATTACH ADDITIONAL PAGES IF NEEDED. PHOTOS OR DIAGRAMS MAY BE ATTACHED IF IT HELPS DESCRIBE YOUR IDEA.****

I SUGGEST... (Describe your idea.)

THE IMPROVEMENT TO WISE COUNTY WOULD BE... (Describe how your idea would save costs or improve efficiency/quality of service in Wise County.)