



COMMISSION CHARTER

Employee Suggestion Awards Program (ESAP) Mission

ESAP encourages and rewards state employees' creativity and ideas for improved efficiency and effectiveness.

ESAP Background

ESAP was originally established in 1955, and re-energized in 1980. Since 1980, ESAP has received over 13,500 suggestions, adopted over 3,500 of those suggestions, and achieved over \$20 million in verified savings.

ESAP Benefits

- Improve morale by recognizing and rewarding employees who share their good ideas.
- Encourage employees to continually look for better ways to do business.
- Provide a way to capture and share good ideas throughout state government.
- Show the positive efforts of our employees to improve state government.
- Provide state managers with a tool to recognize employees whose creative ideas save time and/or money, improve customer service, employee safety, morale, product quality, etc.
- Help open lines of communication between employees and managers.

ESAP Commission Purpose

A seven-member Employee Suggestion Awards Commission establishes program policies and guidelines and reviews employee suggestions that agencies recommend for adoption to determine if they are eligible for cash/non-cash awards under the Program's guidelines and criteria.

ESAP Commission Member Roles

- Chair: The Chair will be elected on an annual basis and may be re-elected. The Chair leads Commission meetings and signs official documents (policy, certificates, awards).
- Vice Chair: The Vice Chair will be elected on an annual basis and may be re-elected. The Vice Chair assists the Chair in their duties and leads meetings in the absence of the Chair.
- Members: Members are appointed by the Governor's Office to three-year terms. Members may be reappointed. Terms are staggered for continuity purposes. Members vote on all official Commission business such as adoption of suggestions, policy revisions, and program recommendations. Final decisions will be achieved by consensus.

ESAP Commission Meetings

- Held the third Tuesday of the month at 1:30 p.m., unless otherwise scheduled.
- Agenda/supporting materials distributed in advance by Statewide Suggestion Coordinator.