SUGGESTION PROCESS

Employee sends suggestion to Statewide Suggestion Coordinator

Statewide Suggestion Coordinator assigns number and sends suggestion and Evaluation Form to Agency Suggestion Coordinator

Agency Suggestion Coordinator sends to Evaluator for review

Evaluator prepares recommendation and returns to Agency Suggestion Coordinator

Agency Suggestion Coordinator forwards recommendation to Statewide Suggestion Coordinator

NON-ADOPT

Statewide Suggestion Coordinator notifies employee of decision and closes suggestion

ADOPT

Statewide Suggestion Coordinator places suggestion on Commission meeting agenda

Commission reviews and adopts suggestion

Statewide Suggestion Coordinator sends employee notice of decision and Certificate of Merit

Statewide Suggestion Coordinator sends Agency Suggestion Coordinator a Verification Report

Agency Suggestion Coordinator returns completed Verification Report to Statewide Suggestion Coordinator

NON-CASH

Statewide Suggestion Coordinator sends Agency Suggestion Coordinator a Verification Report

CASH

Statewide Suggestion Coordinator sends plaque and signed Verification Report to Agency Suggestion Coordinator

Agency Suggestion Coordinator requests check from payroll office

Agency Suggestion Coordinator arranges for award presentation