

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
STATE PERSONNEL MANAGEMENT MANUAL**

**TRANSMITTAL MEMORANDUM NO. 61**

**August 2007**

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**SUMMARY OF REVISIONS OR NEW MATERIAL**

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- Second page of Questions and Answers—amended to reflect revised Certificate of Merit Process

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
STATE PERSONNEL MANAGEMENT MANUAL  
2600 EMPLOYEE SERVICES**

**2650 Employee Suggestion Program**

**Q. Can suggestions be jointly submitted by employees?**

Yes, joint suggestions must be signed by all suggesters and include all appropriate information for each suggester. Any award will be divided equally among the suggesters.

**Q. May I submit a suggestion that concerns an agency other than the one by which I am employed?**

Yes, but certain State units, such as the New York State Thruway Authority, the New York State Dormitory Authority and the Office of Court Administration do not participate in this Suggestion Program. Suggestions pertaining to the operations of these units are not eligible.

**Q. Who will evaluate my suggestion?**

Each participating agency has its own Suggestion Committee, which refers suggestions to the appropriate program area for evaluation. The Committee reviews the program area's evaluation and forwards its recommendation to the New York State Suggestion Program.

**Q. How long will it take the Suggestion Committee to evaluate my suggestion?**

Agency Suggestion Review Committees have a 45-day period to evaluate a suggestion. Agencies may require additional time to complete the evaluation.

**Q. How will I know whether my idea has or has not been approved?**

You will be notified by the Suggestion Program Office.

**Q. What if my suggestion is disapproved but is later put into effect?**

Suggestions which are not adopted remain active for an equity period of two years following notice of disapproval. During this time, no one will be eligible to submit your ideas as their suggestion. If your suggestion is implemented within this two-year equity period, please notify the Suggestion Program so the appropriate action can be taken.

**Q. If my suggestion is adopted, what kind of award will I receive?**

All suggesters whose ideas are approved and put into effect will receive a Certificate of Merit signed by the members of the Civil Service Commission. Suggestions that result in tangible benefits (total gross savings reported during the first year of the suggestion's use) may be eligible for up to 10% of the net first year savings or 10% of other financial benefit to the State, up to a maximum of \$50,000. Suggestions that result in intangible benefits (those which are primarily non-monetary in nature or which do not lend themselves to monetary appraisal) may be eligible for an award up to a maximum of \$5,000.

**Q. If I receive a monetary award for my suggestion, is the award taxable?**

Yes, all monetary merit awards granted under the Employee Suggestion Program are taxable.

**Q. What factors are considered in determining the award amount?**

In addition to actual monetary savings or other tangible or intangible benefits resulting from implementation of a suggestion, the NYS Civil Service Commission may consider any of the following factors:

- Nature of the idea
- Its originality
- Extent of use
- Effectiveness
- Ingenuity
- Effort involved
- Importance of the operation affected
- Relationship of the idea to the suggester's job duties and responsibilities

**Q. Whom may I contact for additional information?**

Contact the Suggestion Program staff by e-mail at [suggest@cs.state.ny.us](mailto:suggest@cs.state.ny.us) or by phone at 518-457-8072.