



An agency of the Government of
Ontario since 1885

SUGGESTION FORM

No. _____

NOTE: DO NOT identify yourself on the upper section of this form **PRINT** your identification on the bottom section only.

Date: _____

MY SUGGESTION IS:

*(If more space is needed,
please use separate sheet)*

DEPARTMENT AND LOCATION

WHERE THIS IDEA APPLIES: _____

I think this suggestion will result in

Safety

Savings

Improvements

Other Benefits

(This Section to be Detached by Suggestion Program Secretary)

I am currently employed by the NPC and this is my suggestion

Name _____
(Please Print)

Department _____

RETURN FORM TO:

The Suggestion Program Secretary
NPC Administration Building
P. O. Box 150
Niagara Falls, ON L2E 6T2

WHO CAN BE ELIGIBLE FOR A SUGGESTION AWARD ...

All probationary, regular, seasonal, and contract employees are eligible to receive awards except in cases where one of their regular functions is to develop new ideas or safer working conditions. An employee is always eligible for an award for suggestions covering a field of the Commission's activities outside of the employee's regular functions.

When two or more employees submit the same idea, the first to be received and recorded shall be considered eligible for an award.

Suggestions submitted by persons not eligible for awards shall be recorded. In the event that suggestions of this type are adopted, recognition shall be given by including the suggestion and name of the suggestor in the NPC newsletter.

HOW SUGGESTIONS ARE HANDLED ...

When a suggestion is received, it is given a number. The same number is placed on the covering letter which, along with a Xerox copy of the suggestion form, will be placed on file. The original suggestion form with no other identification than the assigned number is then reviewed.

DETERMINING AMOUNTS OF AWARDS ...

Two classes of suggestions are recognized:

1. Those resulting in tangible savings to the Commission
2. Those resulting in intangible savings to the Commission

When tangible savings result from a suggestion, the award shall be 10% of the savings for the first year up to a maximum of \$500.00.

Awards for suggestions resulting in intangible savings shall be determined from a table with values ranging from \$10.00 to \$100.00. Values are based on originality, scope of application, and cost of adoption.

When two or more employees sign a suggestion which is adopted, the amount of the award shall be divided equally among those signing the suggestion.

All decisions are final. However, if at any time, an employee wishes to reopen a suggestion to present new or additional information, the decision may be reviewed.