

5.60.010 Title of provisions.

Title 5 PERSONNEL*

Chapter 5.60 SUGGESTION AWARDS

5.60.010 Title of provisions.

This part of Chapter 5.60 shall be known as Part 1, the "Employee Suggestion Awards Program of the County of Los Angeles." (Ord. 94-0085 § 2 (part), 1994.)

5.60.020 Policy statement.

The board of supervisors of the county of Los Angeles declares that the purpose of the employee suggestion awards program of the county of Los Angeles is to promote efficiency, quality, effectiveness, and economy in county government by recognizing and providing honorary, cash, United States Savings Bonds, or merchandise awards to individual county employees for suggestions which make possible the reduction, elimination, or avoidance of expenditures of public money; result in increased revenues; or, result in measurably improved efficiency in the operation of the functions of the county. (Ord. 94-0085 § 2 (part), 1994.)

5.60.030 Organization and administration.

A. Board of Supervisors.

1. The board of supervisors may approve new or amended regulations recommended by the chief administrative officer for the employee suggestion awards program of the county of Los Angeles. New or amended regulations must be approved by the board of supervisors before they are effective.
2. Single awards exceeding \$7,500.00 in value must be approved by the board of supervisors.

B. Chief Administrative Officer. The chief administrative officer:

1. Shall exercise responsibility for the basic administrative framework necessary to provide continuity and consistency among the departments for requests for change and the general direction of the employee suggestion awards program of the county of Los Angeles;
2. May establish policies and guidelines for the employee suggestion awards program of the county of Los Angeles not inconsistent with this part and regulations approved by the board of supervisors;
3. After meeting with interested employee representatives, may recommend new or amended regulations to the board of supervisors governing the administration of the employee suggestion awards program of the county of Los Angeles;
4. Actual administration of the program is the responsibility of individual departments.

C. Department Head Responsibility. Department heads within their respective departments:

1. Shall exercise general supervision and control over the administration of the employee suggestion awards program of the county of Los Angeles and the enforcement of the guidelines, policies and regulations of the program; and,
2. May authorize one or more categories of awards consisting of cash, United States Savings Bonds, merchandise or certificates of commendation.
3. May approve single awards up to and including a total value of \$7,500.00. (Ord. 94-0085 § 2 (part), 1994.)

5.60.040 Employee eligibility.

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5.60.040 Employee eligibility.

All employees of the county of Los Angeles in active service, as defined in regulations approved by the board of supervisors of the county of Los Angeles, may be eligible for awards. (Ord. 94-0085 § 2 (part), 1994.)

5.60.050 Suggestion eligibility.

All suggestions which meet suggestion eligibility standards cited in the regulations approved by the board of supervisors of the county of Los Angeles, may be eligible for awards. (Ord. 94-0085 § 2 (part), 1994.)

5.60.060 Awards--Categories.

If authorized by an employee's department head, awards may consist of a combination of the following:

- A. Cash Awards. Payment shall be made by warrant.
- B. United States Savings Bonds Awards. An employee may, at his or her option, designate all or any portion of a cash award for the purchase of U.S. Savings Bonds.
- C. Merchandise Awards. An employee may, at his or her option, designate all or any portion of a cash award for the purchase of merchandise.
- D. Certificates of Commendation. (Ord. 94-0085 § 2 (part), 1994.)

