

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

September 17, 1993

To: Board of Directors (Executive Committee--Information)  
(Organization and Personnel Committee--Information)

From: General Manager

Subject: Implementation of Employee Suggestion and Recognition Program

### Report

Increasing employee productivity and empowering the employee are integral parts of Metropolitan's Strategic Plan. To encourage employees to take responsibility for the activities and processes with which they are regularly involved and to consider how these activities or processes can be more efficiently, safely, or cost-effectively performed, I propose to implement an Employee Suggestion and Recognition Program to recognize, honor, and reward employees for ideas that suggest ways of improving employee productivity, recommend safe working practices and conditions, and/or result in significant cost savings or cost avoidance to the District.

A team of employees representing a broad cross section of the District has designed a program which will be ready for implementation by the end of the year. The program will be managed by employees and will have employees reviewing and recommending ideas for reward. Employees will be encouraged to consider ways in which productivity can be enhanced, employees can work more safely or the work area made safer, or ways in which the District can work more cost-effectively or can work better and avoid future planned expenses. Establishing an environment that encourages employees to be more aware and involved in the jobs they do is the first step in the process of employee empowerment.

Formal recognition and awards will be given every six months. Employees will be acknowledged through certificates; small items imprinted with the program's logo; various awards of moderate monetary value as well as a larger dollar award for the best suggestion in each category, as appropriate; and acknowledgement in the quarterly internal "People" publication of our Public Affairs Division.

The estimated cost to fund this program through the end of this fiscal year, including certificates, plaques, "logo" items, money awards, etc. is \$50,000. Funds are available from the Contingency Account in the 1993-94 fiscal year budget. At the end of the first six-month period, the program will be evaluated and, if deemed successful, funds will be requested in the 1994-95 budget to continue the program.

Board Committee Assignment

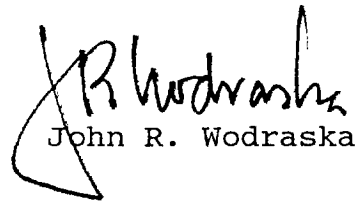
This letter was sent for information to:

The Organization and Personnel Committee because of its authority to study, advise and make recommendations with regard to areas of special concern to the District and its employees, including but not limited to, equal employment opportunity, affirmative action, and work rules pertaining to the health and safety of employees in accordance with Section 2471(d) of the District's Administrative Code; and

The Executive Committee because of its purview over the Strategic Planning effort under its authority to study, advise, and make recommendations with regard to policies and procedures to be considered by the Board pursuant to Section 2417(e) of the District's Administrative Code.

Recommendation

For information only.

  
John R. Wodraska