

Effective Date: 5/16/97

## **POLICY**

Authority: RCW 28B.35.120(12)

Approved: President's Council May 16, 1997

### **POL U5400.14 -- WESTERN IDEA NETWORK (WIN)**

***This policy applies to faculty, staff and students who have ideas to improve efficiency, safety, university environment, or reduce costs at the university.***

#### **Exchanges of Ideas are Encouraged**

The Western Idea Network (WIN) is a program to stimulate the exchange of ideas for reduction in cost, increase in efficiency, the improvement of safety, and betterment of working conditions and morale through employee and/or student suggestions and incentives. Cash awards will be made to employees and/or students who make suggestions which are actually implemented and savings, or improvement to the environment, or increased safety realized, or other benefit to university programs realized.

#### **Written Suggestions are to be Submitted to the Director of Human Resources**

Suggestions may come from one individual or a group of employees and/or students. To make a WIN suggestion, employees and/or students shall submit to the Director of Human Resources a written description of their idea detailing what is to be done; how it can be implemented; what savings, if any, or other benefit will result; and how the proposal meets the criteria for a WIN award.

#### **Suggestions Will Be Analyzed by a Committee Appointed by the President**

A committee, appointed by the President, shall review and analyze suggestions in consultation with the Director of Physical Plant, the Director of Environmental Health and Safety, the Assistant Vice President for Student Affairs, the Assistant to the

Provost/President, and college deans, as appropriate. The WIN evaluation committee shall consist of one representative each nominated by the Faculty Senate, the Exempt Professional Staff Organization, the Staff Employees Council, and the Student Senate. The evaluation committee shall make its recommendations to the President and shall meet, as needed, at the call of the Director of Human Resources.

### **Cash Awards May be Made**

Awards shall be given for suggestions that can and will be implemented. Cash awards for suggestions generating net savings to the university shall be ten percent of the net savings, up to a maximum of \$10,000. Awards for other suggestions found to be meritorious may range from \$50 to \$1,000, depending on their significance and impact. No award may normally be made to an employee for a suggestion which is within the scope of the employee's regularly assigned responsibilities.

### **Awards are Made at the Annual Employee Awards Ceremony**

Awards shall be presented at the annual employee awards ceremony, as needed, and may be made in parts as benefits are realized.