
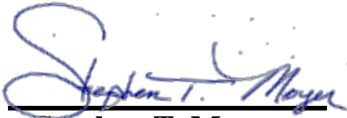


Executive Directive



Title: Innovative Ideas Awards Program	Executive Directive Number: ADM.050.0036 REVISED
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; State Personnel and Pensions Article, §10-203, Annotated Code of Maryland	Supersedes: ADM.050.0036 Dated November 5, 2013
Related ACA Standards: N/A	Responsible Authority:  Executive Director – Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: August 14, 2015 Number of Pages: 2



Stephen T. Moyer
Secretary



William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

This directive continues policy and procedure agreed to by the Secretary of Public Safety and Correctional Services (Secretary) and the Association of Federal, State, County and Municipal Employees (AFSCME) Maryland concerning rewards for innovative ideas.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

Refer to policy contained in the attached September 2012 agreement between the Secretary and AFSCME Maryland.

.04 Definitions.

Refer to definitions contained in the attached September 2012 agreement between the Secretary and AFSCME Maryland.

.05 Responsibility.

Refer to definitions contained in the attached September 2012 agreement between the Secretary and AFSCME Maryland.

.06 Attachment.

Department of Public Safety and Correctional Services, *Innovative Ideas Award Program*.

Executive Directive Number: ADM.050.0036

.07 History.

- A. This directive replaces Executive Directive ADM.050.0036 dated November 5, 2013. The attached September 2012 agreement remains in effect.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- B
- S Human Resources

Department of Public Safety and Correctional Services

Innovative Ideas Award Program

The Department of Public Safety and Correctional Services (DPSCS) and AFSCME Maryland (AFSCME) agree to the following terms regarding the Department of Public Safety and Correctional Services policy for the Innovative Ideas Award Program.

- I. **Scope**
The Departmental Innovative Ideas Awards Program applies to all employees of the Department of Public Safety and Correctional Services.
- II. **Legal Authority**
 - A. State Personnel and Pensions Article, §10-203.
- III. **Purpose**
The Departmental Innovative Ideas Award Program is established to recognize employees who by their innovative ideas or inventions contribute to the efficiency, economy or other improvements of State government operations.
- IV. **Procedures**
 - A. An Innovative Idea is a positive, constructive suggestion or invention which offers a reasonably significant improvement over existing methods, conditions, practices, principles, procedures or operations of State government.
 - B. An award may be granted for an innovative idea that, if implemented, would result in:
 1. Increased revenue to the State;
 2. Save money for the State;
 3. Improve the quality of services delivered to the public; or
 4. Otherwise significantly benefit the State.
 - C. Except under exceptional circumstances, an award may not be made for an innovative idea that is under active study or continual review by a unit of State government.
 - D. **Departmental Labor Management Review Committee**
 1. A Departmental Labor Management Review Committee shall be established to review each proposed Innovative Ideas Award. Employees can submit innovative ideas directly to the Committee or be forwarded by the employee's supervisor.
 2. The Departmental Review Committee shall be comprised of one half of the members designated by the Secretary of the Departmental of Public Safety

and Correctional Services and one half of the members designated by the Director of AFSCME Maryland.

3. The members of the Departmental Labor Management Review Committee will select a chairperson.
4. The Chairperson shall be responsible for:
 - a. Calling a meeting quarterly if an Innovative Idea has been submitted or when deemed necessary;
 - b. Chairing the committee meetings;
 - c. Ensuring uniformity and consistency among the criteria for awards and the nature and amounts of awards recommended;
 - d. Maintaining records of all actions concerning proposed awards;
 - e. Arranging awards ceremonies as necessary;
 - f. The chairperson along with the committee members will establish guidelines and procedures pertaining to the study, review, evaluation and payment, if any, of the proposed awards submitted.
 - g. Develop a form for the submission of Innovative Ideas to the Departmental Labor Management Review Committee.
 - h. To the extent possible, the Departmental Labor Management Review Committee shall make a decision within 60 days following the submission of an Innovative Idea to the Departmental Labor Management Review Committee

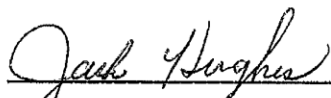
E. Monetary Awards

1. The Departmental Labor Management Review Committee may recommend to the Secretary of the Department of Public Safety and Correctional Services a cash award for an innovative idea benefitting this Department not exceeding:
 - a. \$1,000 for an innovative idea with a reasonably ascertainable monetary savings or gain to the State; or
 - b. \$300 for any other innovative idea.
2. Funds for any monetary awards will come from the Department of Public Safety and Correctional Services' budget.
3. The Departmental Labor Management Review Committee may refer an innovative idea affecting another State Department/Agency to that Department for evaluation. If that Department/Agency finds the innovative idea worthy and adopts the idea for implementation, that Department/Agency will be responsible for funding any award recommended by that Department.

4. The Secretary of the Department of Public Safety and Correctional Services in consultation with the Department Labor Management Review Committee shall submit to the Governor's Award Panel each innovative idea for which an award is made under this policy.
5. The Governor's Award Panel shall recommend review each innovative idea submitted and recommend to the Governor either monetary or nonmonetary awards for the employee's innovative ideas.
6. The Governor may make an additional cash award that may not exceed \$20,000 or grant paid administrative leave not to exceed 20 workdays.

F. Use of Innovative Idea

1. The State's use of an innovative idea does not entitle the employee submitting the innovative idea to an award under this section; and does not give rise to any claim by the employee or the heirs or assigns of the employee.

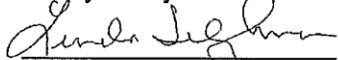


Jack Hughes for AFSCME Maryland

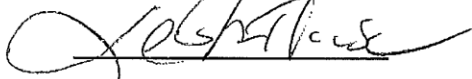
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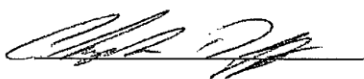
Corey Trusty-AFSCME



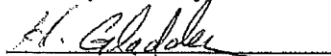
LINDA TILGHMAN
Sheila Hill-AFSCME



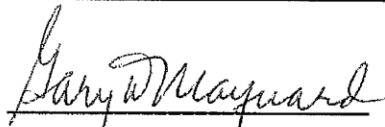
Lisa James Henson-AFSCME



Christopher Duffy-AFSCME



Henry Gladden-AFSCME

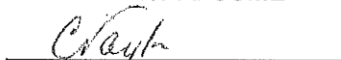


Secretary Maynard for DPSCS

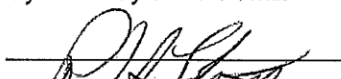
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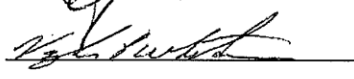
Patrick Okafor-AFSCME



Cynthia Taylor-AFSCME



Ron Lott-AFSCME



Vaughn Whiteman-AFSCME