



GENERAL INFORMATION

PURPOSE

The Kentucky Employee Suggestion System (KESS) provides monetary incentives to those who share ideas that will improve the productivity and services offered by the state. Awards are provided when a suggestion is approved, and results show either a savings or an improvement to a process or program, public relations, or safety.

ADMINISTRATIVE REGULATION UPDATE

101 KAR 2:120 Incentive Programs – <https://apps.legislature.ky.gov/law/kar/101/002/120.pdf>

All suggestions will now have a minimum of one review and two approvals. A Subject Matter Expert as identified by any Employee Suggestion System Coordinator should conduct the review of a suggestion. The approvals should now come from the Cabinet's Employee Suggestion System Coordinator as well as the cabinet's appointing authority (or designee) as the final approval level.

SUGGESTION ELIGIBILITY

The suggestion is a positive idea that meets any of the following criteria:

1. Explains how to improve methods, equipment, or procedures.
2. Reduces time or cost of a work operation.
3. Creates a safer work environment.
4. Increases revenue.
5. Improves relationships with or services for the public.

The suggestion will:

1. Present an improvement in state service or function;
2. Explain how the change would be accomplished;
3. Define what benefits would be realized by the state, particularly in terms of efficiency, effectiveness, safety, economy, conservation of energy resource or public relations;
4. Be practical, useful and constructive; and
5. Be eligible only after legislative action or administrative regulation changes, if required, have been completed by the agency.

A suggestion is **not** eligible if the suggestion:

1. Falls within the scope of duties of the suggester **AND** which the suggester has the authority to initiate or implement without other administrative approval
2. Is made by a coordinator, or agency appointing authority (or designee).
3. Includes a proposal to perform routine maintenance operations or follow manufacturer's recommendations.
4. Is already under consideration.
5. Corrects an error or condition that exists because an established procedure was not followed.