

E\$P FORM

Please refer to the Official E\$P Rules before you complete this form. Attach extra sheets if needed. If, for example, your idea affects an existing John Muir Health form, please attach the latest version of the form.

Employee Name/Department

Telephone

e-mail

Describe current process/function:

Describe your suggestion:

Explain the advantages of your suggestion
(Cost Savings, Increased Revenue, Improves Patient/Employee Safety, Improves Quality, Efficiency):

Employee's Director/Manager Signature

For Official Use Only

Log No.

Date



EMBRACING IDEAS

E\$P



EMPLOYEE
SUGGESTION
PROGRAM

OFFICIAL RULES

ELIGIBILITY:

- All John Muir Health employees are eligible to participate. If two or more employees submit an idea together, they will be considered equal partners. Directors, Managers and Supervisors are eligible if the idea is outside of their scope of responsibility.

AWARDS:

There will be two award categories:

- Category 1 – \$250 Cash Award for an idea resulting in improved efficiency or where savings are not quantifiable.
- Category 2 – 15% of quantifiable annual cost savings or increase in revenue cash award. The maximum award is \$25,000.

AWARD CATEGORIES:

- Cost Savings
- Increased Revenue
- Improves Patient/Employee Safety
- Improves Quality, Efficiency

SUGGESTIONS NOT ELIGIBLE:

- Complaints
- Anonymous
- Routine maintenance issues
- Ideas where costs to implement outweigh benefits
- Cafeteria menu suggestions
- Suggestions already made or under consideration
- Policies already in place

HOW TO SUBMIT SUGGESTIONS:

- Complete the E\$P Form in its entirety, including any additional information as necessary. Incomplete forms will be returned.
- E\$P Form is signed by employee's Director/Manager
- E\$P Form is submitted to the E\$P Committee, c/o Human Resources
- The E\$P Committee will review the suggestion and make a decision within 90 days. The Committee may request additional information
- The Committee will notify you of the outcome of their review
- All ideas submitted to E\$P become the property of John Muir Health
- All applicable state and federal taxes will be deducted from any awards

TIME LIMIT:

Your idea will have priority for one year over all others who may submit the same idea after you do. Sometimes an idea that is not immediately adopted may, because of changed conditions, be adopted later. If you believe that your idea was adopted within one year of submission and you did not receive credit, you may bring it to the attention of the E\$P Committee.