

CREATIVE INNOVATION AWARD

Nomination Guidelines

I. General Information and Purpose

The Creative Innovation Award has been established by the Employees' Council to improve the efficiency of the Associated Students and to provide honorary/cash awards to A.S. employees whose contribution or idea exceeds normal job requirements.

A Creative Innovation Award shall be awarded for an idea/solution that has been both approved by a supervisor and implemented in order to significantly improve operations.

II. Type of Savings

Tangible Savings – Tangible savings are those which reduce or eliminate expenditures in the budget, or recover revenue to Associated Students.

Intangible Savings – Intangible savings are those, which improve service to the public, simplify procedures, reduce or eliminate safety hazards, increase employee morale, increase productivity or others whose monetary value cannot be estimated or measured or proven as an actual cost savings.

III. Eligibility

1. Both part- and full-time employees are eligible for this award. (With exception of full-time directors and managers.)
 2. Employee must have satisfactorily completed their six month probationary period.
- NOTE: Preference will be shown to employees who have more than one year of continuous service.
3. Applicants who are no longer employed by AS/SDSU during the period of evaluation are no longer eligible.

Nominations must be written by a supervisor on behalf of an employee, set forth in a prescribed form, that clearly contains both the identification of a problem, the basis of a proposed solution, and the benefit/savings.

IV. Unacceptable applications are those that:

- A. Include tangible savings solutions that have been implemented for less than one year.
- B. Include solutions found to be considered within the normal scope of employee's job duties.
- C. Have not yet been implemented into service.
- D. Miscellaneous social functions to increase employee morale.
- E. Involve personal grievances.
- F. Recommend an increase in mandatory activity fees.
- G. Recommend additional fees at the expense of a segment of students and which can be classified as unjust or inequitable.
- H. Recommend a change in the pay or classification of a new position or positions. (This area is the continuing responsibility of the A.S. Directors and the Executive Director in cooperation with the A.S. Council).
- I. Recommend a "study", "survey", or "review" with the course of action to be taken in accordance with the findings.
- J. Suggest to reduce costs through selection of new vendors.
- K. Suggest organizing work area/maintaining cleanliness of department.
- L. Suggest transferring responsibility of one department to another.

V. Award Compensation

- A. A \$100 award through A.S. Payroll will be awarded with the approval of the Area Director and Executive Director.
- B. A certificate to be awarded by the respective department during award presentation.
- C. Additional recognition to include:
 1. Letter of commendation from the Executive Director to go in the employee's personnel file.
 2. Announcement of such award at the appropriate A.S. meetings and functions.
 3. E-mail from Executive Director to all A.S. full-time staff.



Nomination for CREATIVE INNOVATION AWARD

Employee's Name _____ Initial Hire Date _____ Dept Hire Date _____

Service Area _____ Department _____

Nominating Supervisor's Name _____ Title _____

Please explain your nomination in terms of the following five criteria and the attached guidelines. Use additional pages as necessary. Please be very specific in describing the employee's creative innovation and contribution.

1. Describe the present process or situation. PLEASE BE CLEAR!

2. Provide a brief description of the employee's job duties. Be specific about how this improvement exceeds their normal job requirements.

3. Describe the change(s) that have resulted from the new idea.

4. Describe the implementation process and the results of implementation.



Nomination for CREATIVE INNOVATION AWARD

Summary for Executive Director Publication: Please, include a summary, not to exceed 150 words, describing why the employee received the nomination. This section will be used in a newsletter that the Executive Director emails out to all of the AS staff, congratulating the recipients.

Recommended by: Supervisor _____ Date _____

Comments: _____

Department Manager _____ Date _____

Comments: _____

Approved by: Area Director _____ Date _____

Comments: _____

Executive Director _____ Date _____

Comments: _____

