

CITIZENS LEAGUE REPORT

No. 54

**City of Minneapolis
Employee Suggestion Systems**

March 28, 1956

54
Citizens League

OF MINNEAPOLIS AND HENNEPIN COUNTY

601 Syndicate Building • FEderal 8-0791

Minneapolis 2

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March 28, 1956

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Gentlemen:

The Safety Committee of the Citizens League has explored the use of employee suggestion systems in city government similar to Minneapolis and has reached the conclusion that a well-run employee suggestion system

- a) Promotes constructive and usable ideas making for efficiency and economy
- b) Improves employee morale and interest
- c) Makes employees more aware of administrative problems
- d) Promotes better public relations through economies or improved services

The State of Minnesota has had a successful employee suggestion system in effect for some time and most of the larger firms operating in this area are enthusiastic about what their systems produce in the way of savings.

As a result of this investigation the Citizens League recommends the installation and utilization of an employee suggestion system in Minneapolis City Government covering at least the departments headquartered at City Hall, but preferably all departments.

Representatives of the Safety Committee will be glad to meet with such individuals or committees as you may designate to present the details of how such systems work elsewhere and our ideas as to how one might work in Minneapolis.

Yours very truly,

PAST PRESIDENTS

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CTS:cw

Citizens League
601 Syndicate Bldg.

EMPLOYEE SUGGESTIONS NET CITY BIG SAVINGS

A yearly yield of \$14,485 on an investment of \$1,375 isn't exactly a bad rate of return.

The latter amount was paid in awards to 15 city employees in 1955 who made suggestions with an estimated yearly saving of \$14,485 a year in operations, according to Roy Palm, secretary of the Suggestion Award Board.

Plan Has Paid Off

This plan has certainly paid off in the several years it has been in operation in suggestions for mechanical gadgets and improvements in procedures which have come from city employees who are closest to the operations.

Following summarizes the 1955 awards as compiled by Palm, who is also secretary of the Civil Service Commission.

8,000 employees in the city service
In 1955:

- 61 suggestions were filed
- 15 suggestions were voted awards
- 2 suggestions were voted commendations
- 3 suggestions still under consideration
- \$1,375 total awards given
- \$14,485 estimated yearly value of suggestions adopted

Also some suggestions provided safety factors and extended services, the monetary value of which could not be estimated.

The following awards were given for suggestions filed in 1955:

4 of \$ 25.00	3 of \$100.00
4 of 50.00	1 of 200.00
1 of 75.00	2 of 250.00

The Suggestion Award Board consists of seven members who are higher officials in the city service. They meet monthly to administer the plan. The actual work of processing suggestions and maintaining the records of the Suggestion Award Board is done in the Civil Service Department as an extra duty of the secretarial staff.

Source: Municipal News
Municipal League of Seattle and King County

RECOMMENDATION:

As a result of the survey conducted on the subject of Employee Suggestion Systems by the Police Sub-committee of the Citizens League of Minneapolis and Hennepin County it is suggested that a plan be presented to the City of Minneapolis through the city council with the recommendation that an employee suggestion system suitable to our City Government be adopted and put into use in all operating departments.

This recommendation is made upon the basis that the survey disclosed that:

1. (18) out of (35) city Police Departments contacted in the survey were operating with either a formal or informal suggestion system.
2. That there is in existence a National Association of Suggestion Systems with offices in Chicago, Illinois and that this Association has membership from State and Municipal Governments as well as a host of Private Industrial Firms.
3. That the State of Minnesota is represented in the National Association with an Employee's Suggestion System.
4. The survey has shown that the installation of an Employee's Suggestion System will develop within any operating department:
 - a. Efficiency and economy
 - b. Improved employee morale and competitiveness
 - c. ~~Will promote~~ Constructive and usable ideas
 - d. ~~Will promote~~ Better public relations through economy of government operation
 - e. ~~Will make~~ ^{Greater} employees aware ^{ness} of administration problems *among employees,*
 - f. ~~Will promote~~ Better coordination ^{among} ~~between~~ departments

Unanimously approved by the Public Safety Committee, March 6, 1956 for transmission to the Citizens League's Board of Directors for action.

Glen Dornfeld - Chairman
James Quayle - Police Sub-Committee Chairman
Allan Scott - Survey Chairman

1955

RESULTS OF QUESTIONNAIRE TO (35)
POLICE DEPARTMENTS OF CITIES HAVING A
POPULATION BRACKET OF 250,000 -
1,000,000 PERSONS

Total number of cities contacted -	35
Total number of cities with formal system -	6
Total number of cities with modified system -	8
Total number of cities with no system -	12
Total number of cities with system abolished -	2
Total number of cities with no answer -	7
Total number of cities that favor a suggestion system -	18

#empl

8,000-10,000

1955 - NATIONAL Averages

~~STATISTICS OF AN AVERAGE~~
Showing

INDUSTRIAL SUGGESTION SYSTEM

Total Suggestions Processed per annum	=	6000 approx.
Percentage of Total Suggestions Adapted	=	30% approx.
Total value of award	=	\$50,000.00 approx.
Total Value of Savings Accrued	=	\$300,000.00 approx.
Number of Personnel Required to Operate System	=	5 approx.
Highest Award Limit	=	\$500.00 Average National
Minimum Award Limit	=	\$5.00 Average National
National Average Award	=	\$20.00

*Statistics of average
of Natl*

Data based on report prepared by
National Assoc of Suggestion System

SUGGESTED SYSTEM FOR PROCESSING
SUGGESTIONS

1.

CONTRIBUTOR AND IDEA

2.

SUGGESTION BOX

3.

SUGGESTION OFFICE

4.

INVESTIGATION

5.

SUGGESTION OFFICE

6.

SUB-COMMITTEE

7.

BOARD OF JUDGES

8.

SUGGESTION OFFICE LETTER
OF AWARD OR NON AWARD
TO CONTRIBUTOR

THE CITY OF MINNEAPOLIS
EMPLOYERS SUGGESTION FORM

SUGGESTION NO. _____

TO SUGGESTION AWARD BOARD

I SUGGEST THAT _____

I BELIEVE THAT MY IDEA WILL:

_____ Improve Service _____ Reduce Costs _____ Prevent Accidents
_____ Improve Methods _____ Prevent Waste _____ Or Will

SUGGESTOR

POSITION

DEPARTMENT

In consideration of my participation in the suggestion award program, I hereby agree that the use by the City of Minneapolis of my suggestion concerning:

shall not be the basis of a claim of any nature against the City of Minneapolis by me, my heirs, executors or assigns.

DATE: _____ SIGNED: _____

(PRINT YOUR NAME)

(PRINT YOUR ADDRESS & ZONE)

EVALUATION OF EMPLOYEE'S SUGGESTION
CITY OF MINNEAPOLIS, MINN.

DATE: _____

C:

Employee's Suggestion No. _____ is transmitted to you for your report and recommendation as it may affect your department.

Your evaluation together with the suggestion and any reports should be returned to Award Board within thirty days. A duplicate copy for your file is attached.

Sincerely,

Secretary - Award Board.

DEPARTMENT REPORT

Has suggestion been adopted? Yes _____ No _____

If Adopted Please Answer Questions:

Date of Adoption: _____

Did the adoption of this suggestion make possible an extension of public service involving no additional expense or an elimination or reduction of city expenditures without substantially impairing such service? Yes _____ No _____

What is the actual or estimated reduction of expenditures or value of extended services made possible by the adoption of this suggestion?

\$ _____ Annually

Date: _____

Reviewing Official

Title & Dept.

BOARD ACTION

_____ Recommend an Award of \$ _____ by City Council.

_____ Recommend an Official Letter of Commendation by City Council.

_____ Thank Suggested & Advise that his or her Suggestion does not qualify for an award.

_____ Letter of Commendation by Board.

CHAIRMAN

DATE