

LSE Employee Innovation Incentive Program

Program Intent: The management of the La Crosse Regional Airport believes that our employees are the core of the services we offer and the key to efficiency and innovative process implementation. The intent of this program is to foster airport employee innovation with the goal of enhancing services, reducing expenses, and realizing new revenues by providing small financial incentives and employee recognition for conceptualizing cost saving measures. Employees are encouraged to be innovative and cost conscience on a daily basis as a part of their normal duties. This program is designed to incubate additional out of the box thinking. Only frontline non-management/professional City employees are eligible for the program including full, part-time, and LTE employees.

Program Process: Employees who find a new previously unexplored or discussed means by which to reduce costs or to streamline existing processes that result in cost savings are eligible for this program. An employee will submit an innovation submission form with their idea, a method of implementation, and a description of how they believe the idea would result in lower costs or better efficiency. Alternatively, teams of employees can submit together to better foster team collaboration. Submissions should be provided to the Airport Operations/Maintenance Supervisor. Upon receipt of the innovation submission the Operations/Maintenance Supervisor will redact names from the submission, assign an Incentive ID number to it, and forward to the management team (consisting of the Airport Director and the Assistant Director) for review. If clarification is needed, or if questions arise, the management team will request the Operations/Maintenance Supervisor obtain clarification and/or response of to the suggestion noted by the Incentive ID number. If both members of the management team believe the submission merits further study for implementation the submission will be accepted into a feasibility analysis. If the submission has been previously explored or discussed internally a response to the employee will be provided explaining the concept has been previously explored and the results of their prior review. Pending a successful feasibility analysis the management team will then run the submission against a cost/benefit analysis and determine the ultimate feasibility of implementing the idea and the resulting cost savings and efficiency gains. Cost savings must be measureable against known current expenditures and measurable cost savings to be considered for a financial incentive. Ideas that are not measurable but still have merit will be eligible for recognition. Approved cost savings idea submissions will be implemented and financial impacts will be measured for a period of 6 months. At the conclusion of the 6 month process a financial impact analysis will be completed estimating the total annual savings, if any. Savings cannot be one-time savings and must be re-occurring to be eligible for a financial incentive. The financial impact analysis will be utilized to determine a financial incentive if any. The financial incentive is subject to final approval by the Airport Director. Submitters will be notified of the progress of their submission as it is processed through the various steps.

Program Deliverables: Written employee submittal; feasibility analysis; cost/benefit analysis; financial impact analysis; and financial incentive decision.

Program Rewards:

Recognition – Submissions which provide an annual financial savings of less than \$2,500.00 or are otherwise ineligible for a financial incentive but are deemed worthwhile will result in recognition of the employee at a full staff meeting. Additionally, all recognition awards will be accumulated throughout the year and a random drawing of one award in January of each year for the preceding year shall provide a paid time off in the form of administrative leave with pay for the selected employee. The administrative paid leave shall be equivalent to one normally scheduled day based on FTE status (i.e. part-time .5 FTE employee would be 4 hours), however in no case shall this exceed 8 hours. Employee must be an active employee at the time of the drawing. The administrative paid leave is a “use it or lose it” provision, wherein it can only be used during the year in which it is awarded. No cash payout is available. The requested administrative paid leave requires approval from management, and shall not result in overtime for the Airport.

Financial – Submissions which provide an annual financial savings of \$2,500 or more and are approved for a financial incentive will result in an employee financial incentive award of 10% of the total annual projected financial savings based on the financial impact analysis up to a maximum of \$1,000. Team submissions will be split equally amongst the number of team members. Awards will be made on the next pay period after the financial incentive has been approved from the expense account from which the savings are realized in order to not impact the projected budgetary expenses of the airport. Awards will be made in accordance with tax law and current policy. Employees must be active employees at the time of the award.

Employee Idea

Submit Application Form to Operations/Maintenance
'Supervisor'

'Supervisor' redacts names of applicants and assigns ID number,
forwards to Management Team for feasibility study

Submission does not
merit further study

Submission merits further study

Employee notified of
decision to not
proceed with idea

Management Team generates a cost/benefit analysis of implementing idea

Submission is not
feasible, does not
create efficiency, or
expected cost
savings are negligible

Submission warrants implementation

Employee notified of
decision to not
proceed with idea

Implementation is
not measurable,
employee granted
recognition of idea

Implementation is measurable, 6-month implementation period enacted

Financial impact analysis is completed

Idea results in measurable and re-occurring
savings

Idea does not result in measurable and re-occurring
savings.

Financial impact for 12 month period is
analyzed

Idea still provides a
positive impact -
employee provided
recognition

Idea does not
provide a positive
impacts - employee
provided summary of
no further
implementation

Financial impact
under \$2,500.00

Financial impact over
\$2,500

Employee provided
recognition

Financial award
provided to
employee(s)