



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources		Section	Compensation		
Title	Innovation Bonus Policy		Policy Number	10-04-05	Authority	Council
Approval Date	17 Nov 04	Effective Date	17 Nov 04		Revision Date	20 Jul 05

Purpose:

The City of Corner Brook encourages innovation and creativity among our workforce and is offering an innovation program for employees to support their creativity. Employees who present an idea, invention, etc, that could potentially create a more effective organization will be compensated according to the guidelines below.

Policy Statement:

Employees will be recognized for innovative and creative ideas that are beneficial for the City of Corner Brook.

Reference:

Approved: Minute 04-179 (November 17, 2004)

CC04-226

04-131

HRLC04-31

HRLC - June 17, 2004

CPS04-54

Regular Meeting, 20 July 2005 (Minute #05-123)

Detailed Action Required:

Step #1

Employees who have an innovative idea are encouraged to submit their idea by completing the Innovation Form (refer to attached) detailing the invention/idea they have, the benefits of the innovation, and any other relevant information and giving it to their immediate Supervisor AND their Director. (Please note that this innovation does not include responsibilities that are included in the employees' regular job requirements).

Step #2

The employee's Supervisor and the Director will assess the idea and determine whether or not it is feasible. If the idea is deemed feasible by the Supervisor and Director, the form will be forwarded to the Chief Administrative Officer with a recommendation for approval.

If it is not feasible, the Supervisor will advise the employee.

Step #3

The Chief Administrative Officer will discuss the idea with the appropriate Director to determine a level of compensation that he feels is warranted as per the acknowledgement scale (see below) and then advise the Director of Corporate Services to initiate the acknowledgement process of payment. (If approval of Council is required, the Director of Corporate Services will have it placed on the Council agenda).

ACKNOWLEDGEMENT SCALE

Acknowledgement will come in the form of compensation and will be as follows:

- a) If the idea is of a short-term solution, the Chief Administrative Officer will approve the employee be compensated for \$50.
- b) If the idea will provide a moderate benefit to the City, the Chief Administrative Officer will approve the employee be compensated for \$100
- c) If the idea is of great complexity and will have significant benefit to the City, the Chief Administrative Officer will determine an amount greater than \$100 but not exceeding \$499. Awards equal to or greater than \$500 require approval by Council.
- d) If the innovation is feasible but cannot be implemented at this time due to various reasons, the Chief Administrative Officer may still approve the employee be compensated according to the scale.

APPLICATION FORM ATTACHED

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK