



KEY ROLES

Agency Coordinator

The Agency Coordinator is designated by the appointing authority in each agency as the contact person to provide information, accept suggestions from employees, route suggestions to Agency Evaluators and Agency Fiscal Officers, schedule Agency Review Team meetings and send implemented suggestions with realized savings to the Employee Suggestion Award Board for consideration. The Agency Coordinator is the key link between suggestors, Agency Evaluators, Agency Fiscal Officers, Agency Review Team members and the Employee Suggestion Award Board Administrator in DOHR.

Agency Evaluator

The Agency Evaluator is the person within an agency who gathers facts to make a recommendation for implementation or non-implementation of the suggestion. This role should be assumed by a subject matter expert (SME) related to the submitted suggestion. It is essential that evaluations be sound, fair and uniform. The quality of the work of the Agency Evaluator is the key to the success of the Employee Suggestion Award Program.

Agency Review Team

The Agency Review Team consists of three to five people designated by the appointing authority of the agency to review evaluated suggestions and make recommendations to the Employee Suggestion Award Board regarding awards or other recognition.

Agency Fiscal Officer

The Agency Fiscal Officer is the designated person who will track and authenticate a suggestion's realized savings from submission to the end of a fiscal year. This role should be assumed by an Agency's Fiscal or Budget Director or someone who is responsible for fiscal/budget decisions.

Employee Suggestion Award Board Administrator

The Employee Suggestion Award Board Administrator receives and tracks recommended suggestions from Agency Coordinators, prepares materials for the Board's review, notifies Agency Coordinators of the results of Board review, keeps accurate minutes and records of Board meetings and actions, and assists Agency Coordinators in getting awards and recognition to suggestors.

Employee Suggestion Award Board

The Employee Suggestion Award Board is comprised of the Commissioners of the Departments of Human Resources, Finance and Administration, and General Services; the Executive Director of the Fiscal Review Committee; and one member appointed by the Tennessee State Employees Association. The Board meets quarterly to consider implemented suggestions that have realized savings for cash or honorary awards. Decisions of the Board related to awards or recognition are final.