



State of Oklahoma
Productivity Enhancement Program
Nomination Form

Instructions

1. Nominations to be made by supervisor.
2. Be sure to read guidelines on back before beginning.
3. Type or print in ink, attach additional pages, if necessary.
4. Put only one proposal on each form.
5. Sign and date the proposal.
6. Submit to your agency proposal evaluator.

Name of Supervisor Making Nomination	Title of Position	Department or Agency
Division	City	Work Telephone with Area Code
Nomination is for: <input type="checkbox"/> Individual Productivity Incentive Award <input type="checkbox"/> Individual Incentive Compensation <input type="checkbox"/> Unit Incentive Pay Leave name, title and Social Security number blank when making nomination for Unit Incentive Pay		
Name of Employee Nominated	Title of Position	Employee PIN
Department of Agency	Unit	
Work Address	Work Telephone with Area Code	
1. Describe the situation, condition, method, procedure, etc., prior to the improvement. Be specific.		
2. What change was implemented and how did it improve the situation, condition, method, procedure, etc. Be specific.		
3. How does this proposal benefit the agency or state? Be specific – If money was saved or income generated, tell how much and how you figured the savings. Attach additional pages, if necessary.		For Official Use Only Proposal Number Date Received

I certify I am a supervisor, employed by the state of Oklahoma. I have read the eligibility requirements and rules as stated on this form.

Signature of Nominating Supervisor

Date

I certify the proposal nomination described herein is submitted with my knowledge and consent. I agree the state shall the right to make full use of this proposal.

Signature of Nominated Employee

Date

Regulations and Guidelines for the Proposer

What kind of proposal merits recognition?

Proposals that result in increased productivity, cost curtailment, or improved safety, efficiency or morale may be eligible for individual incentive awards. Proposals of that same type that result in true dollar savings may be eligible for individual incentive compensation awards. Participating agencies, commissions, departments or offices that can document lower per unit cost operation for a year without decreasing services may be eligible for unit incentive pay.

Who is eligible for recognition?

With the exception of agencies and offices within the legislature, the Office of the Governor, the Office of the Lieutenant Governor, and the Office of the State Auditor and Inspector, any agency, department, commission or office of state government may participate. State employees must be employed by an eligible group and nominated by a state employee occupying a supervisory position.

What may I win?

Individual Incentive Awards are recognition, commendation certificates and lapel pins. Individual Incentive Compensation Awards are at least 25 percent of the true dollar savings, but shall not exceed \$10,000. Unit Incentive Pay is no more than 25 percent of the true dollar savings divided among the unit employees.

How do I submit my proposal?

A state employee occupying a supervisory position in an agency, department, commission or office eligible to participate in the program, may nominate you or your unit for an award. This, most probably, would be your supervisor. The supervisor making the nomination should complete this form and submit it to your agency's proposal evaluator.

What happens next?

Your agency will evaluate your proposal and make a recommendation to the Incentive Awards Committee. The Committee will consider proposals recommended for awards, then act on those nominations. Agencies are required to periodically report to the Committee all proposals submitted to them. Your proposal will be considered by your agency. If your agency determines a proposal is not feasible to implement, you will be told why. If your proposal is recommended for an award, you will receive notice of actions taken.

General Facts

1. All proposals become the property of the state of Oklahoma.
2. There are more eligibility rules than space allows here. Get a PEP Rule Book from your agency and read it before submitting proposals.
3. Your agency proposal evaluator can help you get started or you may get information by calling the PEP Office at (405) 521-2177.

You do not have wait until you know the results of your first proposal before you submit the next one!

Save Taxpayer Dollars

Share your idea! Earn cash and recognition!