

City of Greensboro

Employee Innovation Awards Policy & Overview



Purpose

The City of Greensboro encourages City employees to think creatively when solving problems and providing services to the community. The Employee Innovation Awards recognize the most innovative and impactful employee solutions each year.

Overview

The Employee Innovation Awards offer any eligible full-time or part-time City employee an opportunity to submit an application for programs, projects, or initiatives of any size that improved the way the City did business during the prior fiscal year. The Budget & Evaluation Department and the City department primarily responsible for the program, project, or initiative will review applications to ensure they meet eligibility criteria and verify information. Verified applications are reviewed by an award review team that selects one Impact Award recipient and one Innovation Award recipient, recognizing one program, project, or initiative that had the most significant impact and one that displayed the most creativity.

Eligibility

All current City of Greensboro employees are encouraged to submit award applications. In order to be eligible for an award, employees and applications must meet the eligibility requirements below:

Employees

The following employees are NOT eligible to receive financial compensation as part of the Innovation Awards:

- 1) Members of City Council
- 2) Management level staff, including division managers and above.
- 3) Budget & Evaluation Department staff members.

Applications

Applications should describe how the program, project, or initiative submitted for consideration improved the way the City does business. Productivity improvement may include:

- Providing the same level of service at a lower cost
- Providing a higher level of service at the same (or lower) cost
- Avoiding future cost increases
- Improving service sustainability via products or practices

Process

Additional information, including the application, is available online at www.greensboro-nc.gov/InnovationAwards. Employees must complete the entire form in order for their applications

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to be considered. Completed applications and questions may be submitted via email to Budget@greensboro-nc.gov.

Budget & Evaluation receives the submissions and performs an initial review. If the form is complete and includes sufficient information, it is forwarded to the department head of the department that is the primary service provider of the submitted program, project, or initiative. The department is responsible for reviewing and confirming the details of the application and forwarding their approval or concerns back to the B&E Department.

Once the B&E Director and the Department Head sign off on the application, it is included for review by the Improvement Awards review team.

Employee Innovation Awards

Approved applications are eligible for an Employee Innovation Award and are evaluated by the review team. The review team will include the City Manager or designee and the Budget & Evaluation director. Additional review team members may be included at the request of the City Manager. The review team will evaluate all approved applications, selecting award winners in the following categories:

Impact – had the greatest or most significant influence on the City organization and/or the greater Greensboro community

Innovation – exhibited the most creative approach to providing or improving a service or addressing a City organization or community problem

The review team has discretion over how to select applications to receive the awards. For example, the review team may award both the Impact Award and Innovation Award to the same submittal, decide not to award one or both awards, or split the award among multiple suggestions.

Timeline

The Employee Improvement Awards recognize programs, projects, or initiatives initiated during the previous fiscal year. In order to be eligible, the program, project, or initiative must have been implemented by June 30 of the most recently completed fiscal year. Applications must be received by October 31 to allow adequate time for evaluation. The review process will take place in the Fall and award presentation for the Employee Innovation Awards will take place annually in January.

Award

Employee or groups of employees who are selected to receive the Impact Award or Innovation Award are eligible to receive up to a total of \$2,500 per award, split evenly among employees listed on the approved application.