

W. 5. D. 1.

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 11-2-2-\_\_\_\_\_

IN THE MATTER OF AMENDING CHAPTER 2  
OF THE LANE MANUAL TO REVISE THE  
ORGANIZATION OF THE S.A.V.E. COMMITTEE  
AND TO CLARIFY S.A.V.E. PROGRAM RULES  
(LM 2.451, LM 2.455)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 2 is hereby amended by changing the following sections:

**DELETE THIS SECTION**

2.451  
as located on page 2-53  
(a total of 1 page)

2.455  
as located on page 2-54 – 2-55  
(a total of 2 pages)

**INSERT THIS SECTION**

2.451  
as located on page 2-53  
(a total of 1 page)

2.455  
as located on page 2-54 – 2-55  
(a total of 2 pages)

Said sections are attached hereto and incorporated herein by reference. The purpose of this revision is to revise the organization of the S.A.V.E. Committee and to clarify S.A.V.E. program rules.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

\_\_\_\_\_  
Faye Stewart, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 1-25-2011 Lane County

  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

**2.451 Organization of SAVE Committee.**

The five Committee members are identified as follows:

(1) The two managers shall include one commissioner and a Department Manager selected by the Administrator.

(2) The three non-management members shall be selected by the Administrator from a list of nominees from the various departments. Two of the three shall be from lists provided by the collective bargaining units, and the third shall be from a group of non-represented employees. The Administrator shall select individuals in a manner that shall provide balance in the Committee.

(3) Each member shall appoint an alternate member to the Committee. Alternates shall attend meetings in the absence of the appointed Committee member. Alternates may attend any meeting with the appointed Committee member.

(4) Members shall serve a two-year term (February 1 through January 31) and may serve up to three terms. *(Revised by Order No. 01-4-18-3, Effective 4.18.01; 06-4-12-2, 4.12.06; 07-4-4-4, 4.4.07)*

**2.455 SAVE Program Rules.**

The Committee referred to in LM 2.450 and 2.451 above shall implement the SAVE program in accordance with the following rules:

(1) All employees of the County shall be eligible to make savings proposals and receive awards; a supervisor may submit a proposal on behalf of an employee. Department and program managers and supervisors, shall be eligible for awards and/or recognition.

(2) To be eligible, a proposal must be written on a Savings Proposal Form, signed by the employee, and should suggest the accomplishment of one or more of the following:

- (a) Eliminate useless operations, duplications, safety hazards.
- (b) Improve: methods, procedures, product quality, service, working conditions, tools, material handling, security, departmental layouts or work flow.
- (c) Increase: productivity, employee motivation, life and use of tools, equipment or supplies.
- (d) Prevent: accidents, work errors.
- (e) Promote: cooperation, coordination, safety practices, or public relations.
- (f) Recommend: new services, new methods.
- (g) Reclaim: defective materials, scraps.
- (h) Reduce: equipment, errors, working space, steps, or non-productive effort.
- (i) Save: time, materials, labor, money, energy to the employee's job or others.
- (j) Produce revenue.
- (k) Innovation.
- (l) Savings or convenience to the public.

(3) Ineligible proposals include:

- (a) Proposals made by any member of the Committee.
- (b) Proposals that duplicate one that is already under consideration by the Committee.
- (c) Proposals that take the form of complaints or grievances, relating to personnel policies, or collective bargaining.
- (d) Proposals that criticize other employees or their work performance.
- (e) Proposals and recommendations that are already identified in a circulated document, e.g., internal or external audits, department work plans, and proposed or approved budgets.

(4) Timing of Proposals. Proposals must be formally received (date stamped) by the Committee prior to the implementation of an idea or change that has occurred completely apart from the SAVE program.

If identical or similar proposals are received, the proposal received first shall receive preference. If received the same day, any award shall be divided equally among the successful employees.

(5) Evaluation of Saving Proposals. The Committee shall notify the employee's department director of any proposal considered to have merit. The department director shall provide information and comment to the Committee so that the evaluation can continue. If the proposal affects other departments, those departments shall also become involved in the evaluation.

If additional information regarding a proposal is required, the Committee may request the employee's presence in an evaluation meeting. Any employee so called shall be excused from work without loss of pay. The author of any proposal will be kept

informed of its status. If a proposal is rejected, the reasons will be explained. Full disclosure of Committee deliberations is considered essential for adequate communication between the Committee and the employees.

Proposals that are determined eligible by the Committee will be forwarded to the Board of County Commissioners for appropriate public recognition in an award ceremony. Eligible proposals do not have to be implemented to receive an award.

(6) Non-Cash Awards. Proposals which result in improvements shall be eligible for recognition. Examples of intangible improvements include enhancements in health, welfare, morale and safety. Awards may include time management, gift certificates, or other non-cash items.

(7) Procedure for Non-Adopted Proposals. Should a proposal not be adopted within one year following the date of its non-adoption, it will receive no further consideration for an award, unless within 30 days following the one year period, the employee requests in writing that the proposal be held open for an additional one-year period. In this case, the proposal will remain eligible for award consideration if adopted during the additional one-year period.

(8) Preferential Hiring Status. If an implemented proposal does result in displacement of an employee that employee shall have preferential hiring status for other positions open within the organization, consistent with procedures outlined in the Administrative Procedures Manual, Chapter 3, Section 54.

(9) All Decisions Final. The Committee shall make the final decision as to whether an employee proposal award should be made and subject to the rules and regulations adopted pursuant to LM 2.450 through 2.455, and the nature and extent of the award. If at any time an employee wishes to reopen a denied proposal to present new or additional information, the Committee will review its decision. *(Revised by Order No. 01-4-18-3, Effective 4.18.01; 06-4-12-2, 4.12.06)*

At left margin indicates changes

**Bold** indicates material being added

~~Strikethrough~~ indicates material being deleted

2.451

Lane Manual

**LEGISLATIVE  
FORMAT**

2.451

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