



SECTION: HUMAN RESOURCES
POLICY: BRIGHT IDEAS

EFFECTIVE DATE: 09/01/2007
REVISION DATE:
REVISION #:

PURPOSE: The program has been implemented to solicit and reward constructive ideas made by employees.

GUIDELINES:

Submitted ideas should support Paris Regional Medical Center's commitment to Excellence in People, Service, Quality, Finance and Growth that improve customer satisfaction or work processes.

PROCEDURES:

- 1.0 Employees will complete a Bright idea form and place it in the Bright Idea box located at the information desk in the front lobby of each campus. Director level and above are exempt from cash awards.
- 2.0 Employees will receive a Bright idea gift certificate for each submission.
- 3.0 Bright idea committee members may be selected from various departments with an administrative representative being a permanent member. The committee will meet monthly to review all ideas submitted.
- 4.0 Committee members will be responsible for reviewing the Bright idea and requesting further investigation when needed. Committee members will then be responsible for recommending acceptance of the idea to the Senior Management Team or notification to employee as to why the idea could not be implemented at this time.
- 5.0 The committee will calculate cash awards for each idea.
- 6.0 The Bright ideas committee members will discuss the proposed award with the CFO for validation of savings before presentation to the Senior Management Team for final approval.
- 7.0 Payment
 - 7.1 Employees that submit ideas that are implemented and do not generate a positive financial impact, will receive a gift card valued at \$25.
 - 7.2 Employees that submit ideas that result in a positive financial impact of less than



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\$6,000 will receive payment of 5% of the annual financial impact.

7.3 Employees that submit ideas result in a positive financial impact of greater than \$6,000 will receive 5% of the annual financial impact to be divided into three payments as follows:

- 7.3.1 1st payment – At time idea is implemented.
- 7.3.2 2nd payment – At six (6) months of implementation.
- 7.3.3 3rd payment – At one year of implementation.

These payments will reflect the volume of the cost reduction/net revenue increase volume seen at 6 months and one year.

7.0 Names of those submitting Bright ideas will be publicized in the Messenger. A copy of the idea will be placed in the employee's file to be used by the supervisor during the employee's annual performance evaluation.

APPROVED BY:

ORIGINATOR

ADMINISTRATIVE