Employees are to be paid for hours worked or for use of authorized paid leave every other Friday. Pay periods are bi-weekly, and begin every other Saturday and end on the second following Friday at 12 midnight. Exceptions are certain shift personnel who work past the alternate Friday at 12 midnight. The full shift will be reflected on Friday.

For regular full-time employees, a 40-hour work week equates to 2080 hours worked annually. For a shift Fire Department employee, the 24-hours on/48-hours off schedule equates to 2912 hours worked annually. Any pay rates that are quoted as "annual" pay will be broken down to an hourly rate based on the employee's regularly scheduled annual hours for non-exempt employees, and a biweekly rate for exempt employees.

I. Regular Payment Procedures

A) All paychecks received on a regular basis will be issued to employees by designated persons (i.e. supervisors) within each Town division.

B) No paychecks will be issued early.

C) Paychecks will be released to the employee only. In cases where circumstances prohibit an employee from picking up his/her check (e.g. illness), the employee must notify his/her supervisor or complete a Check Release Form (Reference 6.01F-1) to authorize another person to pick up his/her check.

D) It is the responsibility of the employee to submit a signed time card as required by their department, in order for the department payroll to enter hours worked into the payroll system. Employees who fail to submit a time card or who submit a time card that is not signed will be required to pick up their paycheck from the Human Resources Department. The check will not be released until the signature is obtained.

E) It is the responsibility of the supervisor or Department Director to confirm the hours worked and approve the use of employee accruals or other leave types indicated on time cards. Supervisors or Department Directors must sign all leave request forms and time cards for non-exempt staff as approval for payment by Payroll. Supervisors should verify that an employee has available balances for each type of accrual requested prior to approving the leave and verifying time cards.

II. Final Paycheck Procedures

Final paychecks for separated employees will be picked up in the Human Resources Department, unless the employee has completed a Check Release Form designating where the final paycheck should be sent or authorizing another person to pick up the check.

III. Payroll Changes

All employee status record changes must be submitted to the Human Resources Department by 4 p.m. on the last day of the pay period to be reflected on the next paycheck.

IV. Handling Paycheck Exceptions

A) Incorrect Paycheck

(1) Employees are responsible for notifying their supervisor or the Human Resources Department upon receipt of an incorrect paycheck. Failure of an employee to call the incorrect paycheck to the attention of the supervisor, and failure to return the incorrect check the same day, will delay the correction process.

(2) The Town Manager or Designee will implement procedures to issue a corrected paycheck upon notification if the error affected base pay. Other errors will be corrected on the next paycheck.

B) Lost or Stolen Paycheck

(1) Employees are responsible for notifying their supervisor or payroll clerk of a lost or stolen paycheck within 24 hours. A written request to reissue an employee's paycheck that is lost or stolen must be submitted to the Town Manager or Designee.

(2) A paycheck cannot be reissued until the Town Manager or Designee receives confirmation from the bank that the lost or stolen paycheck has not cleared the bank and the stop payment order is in effect. This may cause a delay in reissuing the check because this process may take up to three working days.

V. Payment for Temporary, Contract and Seasonal Employees

A) Temporary employees who are acquired through a temporary employment agency are not placed on the Town payroll; the employment agency invoices the Town and then pays the employee. Funds for payments to the agency are budgeted in Account Number 5480 - Contractual Services.

B) Temporary or Contract employees who are hired by the Town for a temporary or Contract position are placed on the Town payroll and paid through salary accounts in the same manner as regular employees.

The Town of Prosper's policy on payroll deductions is to limit deductions to taxes, insurances, retirement, or specific approved voluntary deductions.

I. Authorized Deductions

A) Mandatory deductions

1) Social Security contributions;
2) Medicare contributions;
3) Contributions to the Texas Municipal Retirement System (for eligible employees);
4) Income withholding taxes;
5) Court-ordered child support or other legal garnishments.

B) Optional Payroll Deductions with Individual Authorization for all Regular Employees

1) Town-authorized medical insurance premiums;
2) Town-authorized "other insurance" premiums;
3) Credit union share or loan payment amounts;
4) United Way contributions;
5) Tuition Reimbursement repayments;
6) Town-authorized deferred compensation plan contributions;
7) Town-authorized association dues.

C) No other payroll deduction privileges are authorized at this time and no future payroll deduction privilege will be granted without the approval of the Town Manager, except as otherwise provided by law.

II. Cancellation of Deductions

If an employee desires to cancel deductions from payroll, or change the number of dependents for any purpose, the Human Resources Department must be contacted, in writing, to properly execute this transaction.

The Town of Prosper requires employees to work overtime when necessary and as requested by the supervisor. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Exempt employees are not paid overtime compensation

I. Non-Exempt Employees

A) Overtime

(1) When the Town's operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime, at the request of their supervisor. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination of employment. Overtime work is otherwise subject to the same attendance policies as straight time work.

(2) All non-exempt employees must receive their supervisor's and Department Director's prior authorization before performing any overtime work. The means employees may not begin work prior to their scheduled workday, and may not continue working beyond the end of their scheduled workday, without prior authorization from the appropriate supervisor. Similarly, employees may not work through their lunch break without prior authorization from the appropriate supervisor. On the employee's time card, the appropriate supervisor must also approve any overtime before the time card is submitted for processing and payment. Non-exempt employees shall not remain on the work premises without authorization unless they are on duty or are scheduled to begin work within a short period of time. Non-exempt employees who work overtime without receiving proper authorization will likely be subject to disciplinary action, up to and including termination.

(3) Generally, except for the Fire Department shift employees, overtime pay for non-exempt employees is paid at the rate of one and one-half times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in the Town's workweek. (The Town's workweek begins at midnight on Friday and ends at midnight the following Friday.) An employee's regular hourly rate includes all pay incentives, such as longevity, certification pay, etc. Fire shift personnel are paid overtime based on the work cycle adopted by their Department under Section 207(K) of the Fair Labor Standards Act (FLSA).

(4) Holidays, vacation time off, time off on account of sick leave, jury duty leave, witness duty leave, funeral leave, or any other leave of absence is not considered time worked for purposes of performing overtime calculations.

(5) Assuming a 40 hour per week work cycle and an employee has not actually worked over 40 hours, he or she will not earn overtime for that week. If an employee's combined hours (hours worked and approved leave time used) reported on a time card total over 40 hours, the employee's paycheck will reflect the following pay types:

Accrual or leave types and hours used
Regular pay for 40 hours less total accrual or leave hours used
Straight Time for all hours worked less pay coded as regular pay

Example: An employee works 30 hours (3 ten hour days) and takes 16 hours (2 days) sick for a total of 46 paid hours. This would be entered in payroll as:

16 Hours Sick	
24 Hours Regular	*(equals 40 less 16 hours leave time used)*
6 Hours Straight Time	*(equals 30 less 24 hours coded as regular pay)*
46 Hours Total	

Even though the total hours payable exceeds 40, the employee does not earn overtime or comp time because he or she has not actually worked over 40 hours.

B) Compensatory Time

(1) Non-exempt employees may accrue compensatory time in lieu of being paid overtime compensation. Compensatory time (comp time) accrues at a rate of one and one-half hours for every hour of overtime worked by non-exempt employees.

(2) Public safety (i.e. police officers and fire fighters) is subject to a 180 hour cap on accrual of comp time. Other employees are subject to a cap of 120 hours. Overtime hours worked beyond the applicable cap must be paid or flexed, as described below.

(3) An employee who has accrued comp time and requests use of such time must be permitted to use the time off within a "reasonable period" after making the request, if it does not "unduly disrupt" the work of the department. If use of requested comp time would be disruptive, the department may elect to pay the employee in lieu of approving the requested time off. The Town may, at any time, elect to pay a non-exempt employee for any or all of the employee's accrued comp time. The Town may also require employees to take time off in order to reduce their accrued comp time. Otherwise, comp time off may be used the same as leave time.

(4) Payment of Compensatory Time

(a) Upon termination, retirement, or resignation, or death, an employee shall be paid for unused comp time at the rate of pay the employee was receiving at the time of separation.

(b) Employees may be given the opportunity to sell back accrued comp time from time to time, if included as part of the annual budget. Unless otherwise specified by the Town Manager or the Town Council, when offered this opportunity sell back, employees who have at least 80 hours of comp time available will be allowed to sell back up to 20 hours of comp time.

C) Flex-time Work Schedule

In situations where overtime payment is not feasible due to budgetary constraints, the Department Director or supervisor must consider flexing the employee's work schedule in an effort to minimize the need for overtime compensation. Flexing must be completed within the same workweek or work cycle that the overtime was worked and must be accurately reflected on the affected employee's time card.

II. Exempt Employees

A) Exempt employees are those who are not covered by the overtime requirements of the FLSA. Accordingly, exempt employees are not entitled to overtime compensation for work performed beyond 40 hours in a workweek. Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner.

B) "Docking" an exempt employee's pay for a partial day's absence will be permitted only as authorized by law and approved by the Town Manager or Designee.

C) Absent accrued paid leave time, exempt employees need not be paid for any full day(s) or workweek(s) in which he or she performs no work.

D) It is the policy of the Town of Prosper not to make deductions from an exempt employee's pay. Any exempt employee who believes he/she has been, or likely will be, subject to an improper pay deduction, must immediately notify the Town Manager or Designee. The Town will promptly reimburse an exempt employee for any improper deduction(s) and will make a good faith commitment to comply in the future.

The Town of Prosper provides for after-hour service needs by allowing some departmental operations to designate certain nonexempt employees to be on-call. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their Department.

I. Response Time

Response time is the length of time required for a reasonable response to an on-call request. Although residency within the Town limits is not a condition of employment per Town policy or State law, there are certain positions that require a reasonable response time to call outside normally scheduled work hours. Departments may establish guidelines for varying levels of response to callback situations depending upon the nature and importance of the services to be completed.

II. On-Call and Return to Work Provisions

A) After regularly scheduled working hours, on-call employees are free to pursue personal activities but must respond to a call back (via paging, phone, or radio) within designated guidelines set by their Department. Employees designated as on-call must be fit, both mentally and physically, to accomplish on-call services needed within the time frame required and also adhere to all Town policies including the Drug and Alcohol Use Policy (Reference No. 8.05). Any variance from such policies may result in disciplinary actions, including termination. An employee is considered officially scheduled as on-call only when approved by his/her supervisor in accordance with procedures established by his/her Department.

B) Department Directors shall develop on-call schedules with no preferential treatment given to any employee based on departmental operations. Qualified employees are to be scheduled on a rotating basis to prevent fatigue and safety hazards from too many long hours.

III. Compensation

A) Non-exempt employees in the Public Works Department (Utilities/Water-Wastewater divisions) will receive one (1) hour of pay at their regular rate of pay for each day of on-call assignment. This on-call assignment pay is not considered time worked and will not be included as hours worked when calculating overtime. In no circumstance shall the number of on-call assignment hours exceed seven (7) hours per week.

B) On-call status is not considered time worked and is not compensable unless the employee actually responds to a call back. An on-call employee who is called back to work outside his/her normal work schedule shall be paid only for time worked or a minimum of two (2) hours, whichever is greater. Travel time will be considered hours worked.

Any subsequent call(s) received prior to completing the work associated with the original call will be considered an extension of the first call. If the call(s) are completed within the original two (2) hour timeframe, the on-call employee will be paid for a full two (2) hours. If completing all of the calls received during the original two (2) hour timeframe take longer than two (2) hours to complete, the on-call employee will be paid for actual hours worked.

Should the on-call employee complete the call(s) and return home and receive another call while still within the initial two (2) hour period, the call will be considered an extension of the original two (2) hour period. The employee will be paid for the initial two (2) hour call out, or the total time worked, whichever is greater.

Should the on-call employee complete the initial call(s) and return home after the original two (2) hour period and receive another call for service, that new call starts a new two (2) hour period; which will start the cycle (described above) over again.

Example 1:
Employee off duty at 4:30 pm
Receives service call at 5:00 pm
Arrives at work site at 5:15 pm
Job finished at 5:30 pm
Arrives back home at 5:30 pm
Employee will be paid for 2 hours of work.

Example 2:
Employee off duty at 4:30 pm
Receives service call at 5:00 pm
Arrives at work site at 5:15 pm
Receives another call at 5:25 pm
First job finished at 5:30 pm
Arrives at 2nd work site at 5:40 pm; also receives 3rd call for service
Second job finished at 6:30 pm
Arrives at 3rd work site
Third job finished at 6:55 pm, and 4th call comes in
Arrives at 4th work site at 7:00 pm
Fourth job finished at 7:15
Arrives back home at 7:30 pm
Employee will be paid for the full 2 ½ hours of work and travel time.

Example 3:
Assume Example 2 occurred as stated above, with employee arriving home at 7:30 pm.
Another call is received at 8:00 pm – which starts a new two (2) hour minimum pay window.
Arrives at work site at 8:05 pm
Job finished at 8:10 pm
Arrives home at 8:15 pm
No further calls that night
Employee will be paid two (2) hours for this call-out period, plus the 2 ½ hours for the round of calls in the first call-out period.

B) Time worked immediately after regularly scheduled working hours at the request or approval of the supervisor will not be considered call-back and is paid at the employee's regular rate of pay until overtime requirements are met.

C) Time worked while on-call will be calculated at the employee's regular rate of pay; overtime compensation is applicable only when overtime requirements are met. Employees exempt from overtime are not eligible for compensation under the provisions of this policy.

D) When an employee is called in to work on a holiday, the hours worked will be at time and a half, even if the employee has not exceeded 40 hours worked in the week. In addition, the employee will have the opportunity to elect to receive holiday pay, or may elect to take the holiday at a later date (within 30 days). If the employee chooses to take a day off, he/she must do so within one month of the originally scheduled holiday.

Longevity pay is provided to encourage retention of employees by recognizing the value of long-term service with the Town of Prosper. These payments are for regular full-time employees and regular part-time employees who receive benefits and are made according to the following schedule:

A) An employee's longevity months begin to accrue starting with the first full month of employment.

B) An employee must be employed for the entire fiscal year (October 1st through September 30th) and be employed the date the check is issued to receive longevity pay in that year.

C) Longevity accrual is at the rate of $5.00 per month for each accrued month up to a maximum of 20 years. (Example: 48 months of accrual would result in a payment of $240.00 gross.)

D) Longevity pay is distributed in one lump sum each year in November.

E) Employees who retire before the end of the fiscal year will be entitled to the total longevity pay less $5.00 for each month the employee was retired or changed status prior to the end of the fiscal year.

The Town of Prosper allows an employee to have two part-time positions within the Town of Prosper as long as the scheduled hours of work are not in conflict. The status of an employee with two part-time positions will remain part-time.

I. Primary Employer

The position the part-time employee is hired in first is considered the primary position (in the primary department). Regular part-time employees may apply for a second part-time position within the Town only with a recommendation of the primary department director. The payroll clerk for the primary department will be responsible for payroll functions for the employee and the allocation and transfer of payroll expenses between departments when necessary.

II. Secondary Employer

The secondary department must coordinate rate of pay, hours of work, and any other relevant information with the primary department.

III. Overtime

Overtime worked will be paid when the combined hours worked exceed forty (40) hours per week. The primary and secondary department will pay for actual hours worked and the department(s) causing the total hours to go over forty (40) hours per week will pay overtime. The decision as to which department will be charged for overtime worked will be decided as follows:

- If one department required the overtime, causing the total hours to go over forty (40) hours per week, then that department pays.
- If both departments required equal amount of overtime causing the total hours to go over forty (40) hours per week, then the overtime expense will be divided evenly.
- If one department required less than its budgeted hours (usually 20) and the other department required more than its budgeted hours plus overtime, then the department requiring the extra hours pays for actual plus overtime for total hours over forty (40).

IV. Benefits

Regular part-time employees who regularly work at least 1,000 hours in a year will receive benefits such as benefit hour accruals (at a half rate), medical benefits and participate in TMRS. For other policies and procedures pertaining to benefits for part-time employees, refer to Categories of Employment (Reference No. 3.04).

The Town of Prosper encourages all staff to seek innovative solutions to improve both the nature of working for the organization and the productivity of our Town of Prosper Team as a whole. In coordination with the Town's Organizational Development Plan, the Town offers a Research and Development ("R&D") incentive pay opportunity to employees for offering new ideas to better the organization, its processes, and its service delivery to Town patrons.

I. Funding

A) The funding level for R&D incentive pay is set each year in the budget and may be funded at higher or lower levels year to year. Depending on the organizational needs, this program may not be funded, but it is the intent of the Organizational Development Plan Team to ensure this is prioritized for inclusion in the budget even if done with less funding at lower incentive pay levels.

B) The Proven Improvements category as defined in Section III-B will be funded at approximately five (5) times the amount allocated to the New Ideas/Suggestions category, which is defined in Section III-A. For example, if $6,000 total is budgeted, the Proven Improvements category would be allocated $5,000 and the New Ideas/Suggestions category would receive $1,000.

II. Eligibility

A) All Town of Prosper personnel are eligible, regardless of position type or scheduled hours.

B) An employee is only eligible to receive recognition and additional pay once in each of the two categories per year. He or she may submit multiple applications in each category for consideration.

C) Innovations that have already received formal recognition under this policy should not be submitted for recognition in the same category in subsequent years.

Example: An innovation might be rewarded one year for the New Ideas/Suggestions category. In the following year, the same innovation might receive incentive pay in the Proven Improvement category. The same innovation would not be eligible for either category in the third year.

III. Types of R&D Innovations Considered

There will be two categories of R&D improvements considered for additional compensation.

A) The category for New Ideas/Suggestions was created to promote unbound thinking and create a variety of suggestions. The goal with this category is to foster a climate that there are no bad ideas, but that each idea will be tested to confirm its value. Applications for this category should include an array of ideas that may or may not be confirmed as valuable or ever be put into practice.

B) The category for Proven Improvements was established to reward successful innovations after the Town is able to implement and measure the resulting value added to the organization. Applicants seeking recognition under this category should have contributed an idea that has been in place long enough to demonstrate positive outcomes and provide ample evidence to validate the innovation.

IV. Administration

Employees will have access to the latest revisions of this Policy and Application (Reference No. 6.07 F-1) and may turn in completed applications throughout the year. Completed applications are to be submitted to the Human Resources Department. The Town Manager will form a Review Committee and take committee recommendations for up to five (5) awards per category. The Town Manager will ultimately decide which innovations to reward and how many of the recommended applications will be rewarded. The Town Manager will decide the amounts to allocate each recipient, which may or may not be an equal distribution within each category.

V. Process

To ensure adequate attention is given to each submission and allow for pay incentives to be announced and distributed at the Annual Employee Holiday Event, the process will be as follows or the next business day if a date listed falls on a weekend or holiday:

August 31 - Last day to submit an application for review and recognition for that fiscal year

September 1 -
- HR uniquely identifies all applications and records each in the tracking file
- HR sends the Proven Improvement Applications for Department Head input
- HR submits the names of all employees who have ~~not~~ submitted an application to the Town Manager

September 2 - Town Manager selects four (4) employees to serve on the Review Committee

September 3 - Review Committee schedules two (2) meetings and sets a third tentative meeting
To make sure all the applications are ready, meetings shouldn't begin prior to September 17

September 15 - Last day for Department Heads to reply with Proven Improvement Feedback

September 16 - HR compiles a Masterlist and Packet of Applications for the Review Committee

November 17 - Last day for the Review Committee to submit its recommendations to HR

November 18 -
- HR tabulates the scores and updates the tracking spreadsheet
- HR submits the tracking spreadsheet, the Committee recommendations and accompanying applications to the Town Manager for Review

December 15 - Town Manager announces the recognized R&D Innovations and distributes the incentive pay checks at the Employee Holiday Event

VI. Review Committee

A) Composition:

a. The Review Committee shall be comprised of five (5) members, to include one (1) member of the Town Council's Finance Committee and four (4) Town employees assigned by the Town Manager.
   i. The four Town employees assigned will be chosen from a pool of employees who did not submit an application during that review period beginning September 1 and ending August 31.
   ii. When possible, the four employees selected shall represent four different departments.

b. If eligible, at least one employee who served on the Review Committee in the prior year shall be reassigned to serve to offer new group members guidance on completing the process.

B) Responsibilities:

a. The Review Committee can begin scheduling two or more meetings once formed September 3, but has only from September 17 to November 17 to coordinate two or more meetings and deliver the committee's recommendation to the Town Manager. Meetings must be prioritized and attended to be effective in such a short timeframe.

b. Each Review Committee Member must take his/her responsibility seriously and maintain confidentiality throughout the review and selection process. It is the intent of the program to keep the recipients unknown until they are announced at the Employee Holiday Event.

c. The Review Committee will designate one person each meeting to act as the record keeper for the group's discussion and take minutes. This person will document the notes and scores assigned on each application.

C) Application Review and Scoring

a. Each application shall be read in its entirety including additional attachments

b. Each application shall be assigned a total score by the committee using the scoring guidelines for the appropriate category below, which shall be located on the application.
   i. On a Scale from 1 to 10, Scoring Criterion for New Ideas/Suggestions will be
      1. 30% Time/Cost Savings
      2. 30% Business Necessity
      3. 25% Improves Quality/Customer Service
      4. 15% Implementation Feasibility

ii. On a Scale from 1 to 10, Scoring Criterion for Proven Improvements will be
   1. 30% Time/Process Improvement
   2. 30% Cost Savings
   3. 30% Improves Quality/Customer Service
   4. 10% Business Necessity

c. Effort should be made to reach consensus when scoring applications. In the case of any conflict or disagreement regarding scoring, the committee will resolve the matter by a majority vote.

d. Notes shall be taken and each application shall receive a score. Each applicant will receive a copy of the application with its final scoring and notes after the top submissions are announced.

D) Recommendation to the Town Manager

a. Once each application has been reviewed and scored, the committee must formalize its recommendations to the Town Manager
   i. Using a comparison of scores, the committee shall conduct a final review of applications to confirm the scores previously assigned. Revisions may be made to correct any scoring errors or reevaluation at the committee's discretion.
   ii. The top five (5) or fewer applications should be identified for each category

b. The Review Committee's Recommendation should include the following items
   i. A list of any noteworthy New Ideas/Suggestions that are not currently being implemented that Town Management should investigate for possible use
   ii. Up to five (5) New Ideas/Suggestions applications and related documents and the compensation distribution recommended for this incentive pay category
   iii. Up to five (5) Proven Improvements applications and related documents and the compensation distribution recommended for this incentive pay category

E) Special Circumstances:

a. If an application is submitted by a close relative of a committee member, that member must disclose the relationship and recuse him/herself from grading the relative's application.

b. In the event the same idea/improvement is submitted by different employees and it is also selected for recognition, the committee shall contact the Department Head to determine the appropriate recipient. If the Department Head is unable to resolve the matter, the committee may elect to credit each submitting employee with the incentive pay.

c. If the Review Committee needs additional resources or staff support, they should contact the HR or Finance Department and work with someone on staff who has not submitted an application for incentive pay under this policy.

TOWN OF PROSPER

Research & Development Innovation Application

Town of Prosper Personnel Policies and Procedures Manual, Reference No. 6.07 F-1

Name(s): _____ Date: _____

Department: _____ Division: _____

Category of Innovation for this Application:

- ☐ New Ideas/Suggestions -- (Y or N) Currently Implemented?
- ☐ Proven Improvements

1. Briefly describe the policy, practice or condition your innovation will or has already improved.

_____

_____

_____

_____

_____

_____

_____

2. Please describe 1) your innovation or suggestion, 2) how the organization will or has already benefited from its implementation and 3) provide examples for reviewer understanding as needed. Applications in the category for Proven Improvements must supply ample evidence to support how the innovation has been proven.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Attach additional pages or other backup if more space is needed.

In submitting this application for the R&D Incentive Pay, I affirm that credit for the above listed innovation is due solely to myself or the group of employees referenced above.

Submitting Employee Signature: _____ Date: _____

Once complete, please submit to HR for consideration by August 31.

Form Date: 1/13/2010 8:42 AM Date Submitted _____ Application ID _____-_____

Fiscal Year - Sequence of Submissions

3. Department Head Feedback: *This section is to be completed only if the applicant submits a Proven Improvement.* Please review the application from your employee. Your feedback is needed to confirm the improvement and its value to the organization. Please provide at a minimum validation of the facts presented on the application and a summary of the proven improvements immediate and long term impacts to the Town of Prosper.

_____

_____

_____

_____

_____

_____

_____

Attach additional pages or other backup if more space is needed.

I affirm that the stated proven improvement and details on the application are accurate, and I support the employee(s) listed receiving recognition under the R&D Innovation Incentive Pay Opportunity.

Printed Name: _____ Signature: _____ Date: _____

For Use By Reviewing Committee

For New Ideas/Suggestions Not Implemented Only - Recommend for Possible Implementation? ☐Yes ☐No

4. Reviewing Committee Notes: Date Reviewed: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

New Ideas/Suggestions

Scored Areas	*Score (1-10)*	*Weight (%)*	*Score Value*
Time/Cost Savings		30%	
Business Necessity		30%	
Improves Quality/Customer Service		25%	
Implementation Feasibility		15%	
		100%	

Proven Improvements

Scored Areas	*Score (1-10)*	*Weight (%)*	*Score Value*
Time/Process Improvement		30%	
Cost Savings		30%	
Improves Quality/Customer Service		30%	
Business Necessity		10%	
		100%	

Form Date: 1/13/2010 8:42 AM Date Submitted _____ Application ID _____-_____

Fiscal Year - Sequence of Submissions