



State of North Carolina
Judicial Branch of Government
Employee Incentive Program

What is it?

A program to recognize and reward employees for ideas that increase efficiency in the Judicial Branch, including ideas that provide cost-savings or increase revenues.

What are the Awards?

- | Those who submit eligible suggestions have the potential to win awards, which may be monetary and/or non-monetary.
- | Awards will be based on the amount of savings resulting from the implementation of the suggestion and the availability of funding.
- | The maximum cash award will be **\$1,000** for a single suggester or **\$5,000** for a team of suggesters (divided equally among the members of the team).
- | The maximum non-monetary award will be **3 days of paid leave** for a single suggester or **10 days of paid leave** for a team of suggesters (divided equally among the members of the team).

What is the process?

- | The AOC Review Committee will evaluate each suggestion for efficiency, cost-effectiveness, quality of service, and may include solicitation of expert/technical evaluation.
- | The committee may recommend suggestions for implementation, pilot-implementation, or non-acceptance.
- | The committee will make award recommendations for those suggestions recommended for implementation.

How to submit a suggestion?

- | Complete the Judicial Branch suggestion form on the following pages.
- | **Return the form to:**
Jay Carter Biggs
AOC, HR Division
PO Box 2448
Raleigh, NC 27602
- | Incomplete forms will be returned to the originator.
- | If you have any questions contact Jay at Jay.C.Biggs@nccourts.org or call 919-890-1102.

STATE OF NORTH CAROLINA

Judicial Branch of Government Employee Incentive Program

Office Use Only - Suggestion No.

Name (Or Names If Team)	Title Or Position	
	Supervisor	
Office Or Division	Courier No.	Work Unit
Work Address (Street, City, Zip Code)	Work Telephone No.	
Home Address (Street, City, Zip Code)	Home Telephone No.	

Please answer each of the following questions.

Are you a full-time, part-time or temporary Judicial Branch employee who receives a State paycheck, or is a member of a qualified State Retirement System?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Is your suggestion (must be **all** of the following to be eligible):

- | Useful?
- | Practical?
- | Constructive?
- | Of benefit to the State?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Does your suggestion offer an idea or improvement in the area(s) of (must be **one or more** of the following areas):

- | Costs?
- | Productivity?
- | Efficiency?
- | Conditions?
- | Service to customers and/or the public?
- | Energy resources?
- | Employee morale?
- | Safety?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Is your suggestion (these types of ideas are **not** eligible for this program):

- | An idea to increase taxes, court costs, or fines?
- | Currently under consideration, or has already been made and awarded; or is it already in use?
- | A complaint and/or grievance?
- | A salary, classification, or benefits change?
- | Regarding enforcement of existing rules or regulations?
- | Regarding routine maintenance matters or requests for supplies and services that should be available through established channels?
- | To propose unclear or non-specific practices?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Will the proposed suggestion impact your office only, other offices, or the entire Judicial Branch? In other words, who will benefit from your suggestion?

Who will have the authority to implement your suggestion? What individual, department, association, etc.?

Is this a new idea? Yes No If no, please explain:

Before submitting your suggestion, it must be reviewed by your hiring authority.

Signature Of Hiring Authority	Date
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**Judicial Branch of Government
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Name (Or Names If Team)

1. What is the subject of your suggestion?

2. What is your suggestion? Be specific. Describe the improvement and tell how it can be made.

3. How will your suggestion improve the present situation or benefit your department or the agency as a whole? Be specific. If money will be saved, tell how much and how you calculate the savings. If increased revenues will be obtained, tell how much and how you calculated the increase.