



Productivity Enhancement Program **Oklahoma's Official Employee Suggestion Program**

The Productivity Enhancement Program (PEP) is Oklahoma's official state employee suggestion program. This program allows agencies to present **non-cash** and **cash** awards to state employees for ideas, programs, and projects resulting in increased productivity, cost savings, revenue generation, or improved safety, efficiency, morale, or better services.

How can you participate?

- ✓ Submit an idea to your agency, such as a new system, procedure, etc., at anytime.
- ✓ You must be an employee who is recognized by your agency as someone who has recommended a successfully implemented idea.
- ✓ Your idea must be implemented and the results documented.
- ✓ You must be nominated on official PEP forms by a supervisor.
- ✓ Agencies evaluate nominations and forward them to the PEP Committee.

There are three categories of PEP awards:

Non-cash awards are certificates and lapel pins. These awards are presented for implemented ideas resulting in improved services, efficiency, morale, or safety. The decision for non-cash awards is entirely at the discretion of the agency director.

Individual compensation awards are implemented ideas that document actual cost savings or revenue generation. An individual cash award must equal at least 25 percent of the actual savings up to \$10,000, but must not exceed the savings amount.

Unit incentive awards are given for ideas that reduce the unit cost of operations or increase the level of services. These cash awards may be given to divisions, work teams, or entire agencies. The entire award cannot exceed 25 percent of the total savings.

For more information about the PEP program, contact:

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