



Budgets are tight, and one of the best ways to make improvements and reduce costs is to listen to those people on the front lines.

The School District has initiated the Superintendent's Efficiency and Effectiveness Awards (SEEA) program to tap into the knowledge and ideas of its employees, students, volunteers and committee members.

After all, who knows more about what works best than the people doing the work?



SEEA is a suggestion incentive program with the goal of reducing expenses and improving district and school center operations.

The process is simple:

- You submit your suggestion on the official form.
- Your suggestion is evaluated by a subject-matter expert.
- A Committee reviews the evaluation and decides whether or not to adopt the idea.
- If your suggestion is adopted, you could receive a **CASH AWARD!** Awards are based on the amount of savings generated.



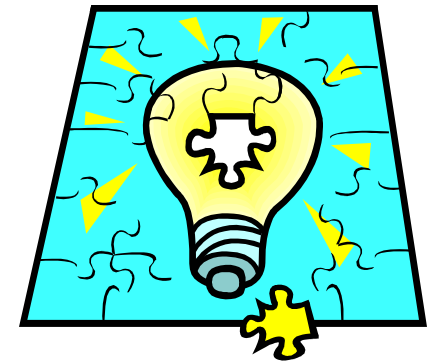
## The School District of Palm Beach County

SEEA Coordinator  
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## Superintendent's Efficiency & Effectiveness Awards



We are putting together the puzzle of how to save time and money.

Is your idea the missing piece?

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**The School District of Palm Beach County**

### WHO IS ELIGIBLE?

District employees, students, school volunteers (properly registered and currently active), and members of the Board's and the Superintendent's advisory committees (school advisory councils are not eligible).

### WHAT SUGGESTIONS ARE ACCEPTABLE?

Appropriate suggestions define a specific problem and offer a solution. Proposals must be voluntarily submitted in writing by an eligible participant, and should be useful, practical, constructive, and of benefit to the District.



### HOW DO I KNOW IF MY SUGGESTION IS GOOD ENOUGH?

Ask yourself the following questions:

Will your suggestion:

- Result in a better or safer way of doing things?
- Reduce damage or eliminate waste?
- Save time and labor?
- Eliminate an unnecessary task?
- Avoid duplication of work?
- Improve employee morale?

If your answer is YES to ANY of these questions, you should submit your idea!

### WHAT SUGGESTIONS ARE INELIGIBLE?

According to Board Policy 2.63, the following are not eligible for consideration in the program:

- Suggestions that are substantially the same as issues already being pursued as a personal grievance or lawsuit, or that deal with the compensation and classification of positions.
- Suggestions deemed to be within the specific job description of the suggester, if the suggester is a District employee. (This does not disqualify suggestions which are in the employee's general area of responsibility.)
- Suggestions that are significantly similar to a suggestion already adopted by or pending adoption by the Board or already under consideration by the SEEA Committee or the Superintendent.

### HOW TO SUBMIT A SUGGESTION

All suggestions must be submitted on a SEEA Suggestion Proposal, which is available on the district's website which is now located at [www.palmbeachschools.org](http://www.palmbeachschools.org), through OmniFill (PBSD 2088) for District employees, or at District Headquarters (3300 Forest Hill Blvd. Ste. A-330, West Palm Beach).



**REMEMBER:**  
Before filling out the form, read it completely and follow the instructions carefully.

### HOW SUGGESTIONS ARE PROCESSED

When your suggestion is received, the SEEA Coordinator reviews it for completeness and eligibility and informs you of this assessment.

If it is accepted into the program, it is forwarded to a Suggestion Evaluator in the appropriate field of expertise. The Evaluator investigates each suggestion for merit so that a sound decision can be made as to whether it should be adopted.

The suggestion and evaluation are reviewed by the SEEA Review Committee, which renders its decision for or against adoption at its regular meetings. You will be notified of this decision as soon as possible.

If your suggestion is adopted, you will receive a monetary award. Awards range from \$100 to \$2000, depending on the anticipated cost savings.



For more information, visit [www.palmbeachschools.org](http://www.palmbeachschools.org) or email the SEEA Coordinator at the address below.



Email: [seea@palmbeach.k12.fl.us](mailto:seea@palmbeach.k12.fl.us)