

EMPLOYEE SUGGESTION PLAN

METROPOLITAN



TRANSIT

CHICAGO TRANSIT AUTHORITY

A MESSAGE FROM THE GENERAL MANAGER

Each of us has an important stake in providing efficient, attractive, convenient transit service. The better and more economical we can make our service, the better it will be for all of us, employes and riding public alike.

Chicago Transit Authority's progress directly reflects the interest that we, as employes, show in our jobs and in our desire to serve courteously and efficiently. To do our jobs best, we must be constantly alert to improve operating methods, to reduce operation and maintenance costs, to prevent accidents, and to better our relationships with our riders and the public generally.

The CTA Employe Suggestion Plan is a mutually beneficial means of attaining our common objectives. We earnestly invite your participation in the Suggestion Plan by the frequent submission of ideas that come to you through your knowledge of your work or from observation of other phases of our operations.

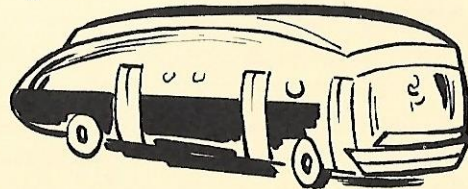
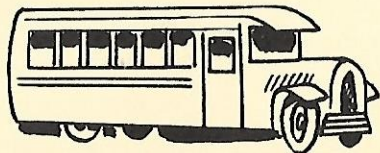
Six years have elapsed since the inauguration of our Plan in 1952. In this period some 600 awards totalling more than \$12,000.00 have been made to CTA employes for their ideas. Your active and continuing participation in the Plan will bring you the satisfaction that goes with seeing your ideas adopted. You can also obtain recognition and awards for your constructive thinking.



GENERAL MANAGER

CTA NEEDS YOUR IDEAS

THIS plus IDEAS equals THIS



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IDEAS MEAN PROGRESS

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► PURPOSE OF THE PLAN

To provide the opportunity for CTA employees to submit their ideas which will result in improved and more economical operation of the Authority and to give personal recognition and cash awards to those employees whose ideas are adopted.

► HOW YOU BENEFIT

Opportunity - The Employee Suggestion Plan provides the opportunity for you to contribute ideas to improve CTA's operations and public relations.

Recognition - The successful adoption of your ideas means you will obtain recognition from your fellow workers, your supervisors, and Management for creative thinking. You can take pride in the knowledge that you have helped make CTA better.

Cash awards - You will be paid for ideas put into effect which result in savings. This extra income will be yours because you used your head.

A better place to work - Your ideas can make your job safer and easier. They can also help provide better service at greater economy and help attract more riders.

2 One Shops Department employee has received \$450.00 for his ideas to improve equipment.

▶ WHAT IS A GOOD SUGGESTION?

A suggestion is any idea, plan, or proposal which shows how something can be improved with benefit to CTA. The idea may be new and original, or it may be a new application of an old idea. It can relate to any phase of CTA operations, work methods, passenger service, equipment, public or employe relations, welfare, or safety.

A good suggestion does more than call attention to some problem, however; it also proposes a constructive solution or a better way of doing things.



A Bus Operator, 52nd Garage, won \$185.00 for his adopted suggestions which improved service, operating methods, and equipment.



► HOW TO FIND IDEAS

The easiest way is to start looking around. Look at your job; you know it best. Look at the way other things are done. Take time to investigate, to find out why and how. Be observant, be critical. Ask yourself:

Is this the best way of doing the job?

How can it be done safer - faster - with less effort - with less material - with better results?

Can something be combined, eliminated, simplified?

Can working conditions, employee welfare, or passenger convenience be improved?

How can service be improved or more riders be attracted?

Remember, when you find a better way - you have a good suggestion!

4 An Electrical Department employee has been awarded \$45.00 for his time-saving and safety ideas.

► IT'S EASY TO SUBMIT YOUR IDEAS

It's easy to get the Employee Suggestion Plan working for you!

First of all you have to get an idea. Send it to us and we'll do the rest. Here are some hints that will help improve your chances of getting your idea adopted and winning an award.

1. Develop your idea as much as you can. Be complete and clear. Tell us WHAT should be done, HOW to do it, and WHY it should be done.
2. If a drawing will help, a plain sheet of paper and rough sketch will do. Sometimes a snapshot or photo helps.
3. It may be helpful to discuss your idea with your supervisor or call the Suggestion Plan office in the Merchandise Mart.

Suggestion forms and envelopes are available at more than 100 Bulletin Board locations throughout the property. The addressed envelopes can be sent through the company or U. S. Mail. No postage is required.





WHO IS ELIGIBLE

All employees and pensioners of the Authority are eligible to submit suggestions and receive awards.

However, technical, supervisory, or administrative personnel are eligible for awards only when the suggestion is considered to be beyond their reasonable job expectancy or responsibilities. In such cases the Suggestion Committee determines eligibility for an award on the basis of the individual's job duties and the nature of the specific suggestion.

6 A Rapid Transit Motorman has collected \$45.00 for his ideas on service and equipment improvements.

▶ WHAT HAPPENS TO YOUR SUGGESTIONS

When your suggestion is received in the Suggestion Plan office, it is dated and given a number. A letter of acknowledgement is then sent to you. Copies of the suggestion are made and sent to those departments which are most concerned with the use of the idea. A thorough examination is made in order to determine the usefulness and value of the idea. Reports are sent to the Suggestion Committee for a decision. If the suggestion is adopted, the Committee fixes the amount of award. If the suggestion cannot be adopted, a letter of explanation is sent to you.



A Transportation Clerk at 69th St. Station has won a total of \$65.00 for several suggestions which improved operations and safety.



► CASH AWARDS

The minimum suggestion award is \$5.00. There is no maximum limit to the amount you may receive for your suggestion. Awards are made by check, and employees should report them as income for tax purposes.

TANGIBLE SAVINGS - If the saving resulting from your suggestion can be measured in dollars and cents, the award is based on a percentage of the first year's estimated net saving.

INTANGIBLE SAVINGS - Suggestions relating to safety, improved welfare, passenger convenience, service improvements, etc., which result in savings that cannot be measured, receive awards based on their value to the Authority. The Suggestion Committee evaluates such suggestions and recommends an amount of award.

SUPPLEMENTAL SAVINGS - After adopted suggestions have been in use for a year, they are reviewed by the Committee. Where the actual saving is found to be greater than that originally estimated, or where a continuing saving is expected for a second year, a supplemental award is made. Intangible suggestions of outstanding merit may also be granted supplemental awards.

▶ THE SUGGESTION COMMITTEE

The Employee Suggestion Plan is operated under the direction of a Suggestion Committee appointed by the General Manager.

The Committee carefully studies each suggestion submitted, and makes every attempt to obtain factual information as to its usefulness and value. On the basis of the information obtained, the Committee decides which suggestions are to be adopted. The Committee is also charged with the responsibility of determining policy and making decisions with respect to administration of the Suggestion Plan. All decisions relating to the Suggestion Plan are final, subject only to review by the Committee.



ALL SUGGESTIONS ARE CAREFULLY CONSIDERED



▶ INELIGIBLE SUGGESTIONS

The purpose of the Suggestion Plan is to consider all suggestions submitted by employees. However, there are a few types of suggestions which relate to matters beyond the scope of the Plan and, therefore, cannot be considered. Some of them are:

1. Ideas which have been previously submitted by other employees or have been or are being considered by Management.
2. Proposals relating to matters such as rates of fare, traffic regulations or law enforcement, street repairs, etc.
3. Suggestions which relate to wage rates, work hours, job duties, etc., normally the subject of labor negotiations.
4. Suggestions which request supplies, service, information, or equipment which are ordinarily furnished by other established procedures.
5. Suggestions which relate to routine maintenance, such as repair or upkeep of property or equipment, unless an improved method of doing the work is proposed.

Remember, it is an improved way of doing things that is wanted. The idea may be new and original, or it may be a new application of an old idea.

► SUGGESTIONS NOT ADOPTED

If your suggestion cannot be adopted for one reason or another, you will receive a full explanation from the Suggestion Committee. Whether or not it is adopted, a suggestion submitted for consideration by the Committee is sincerely appreciated. The Committee recognizes that each suggestion is evidence of the employee's cooperative attitude and that he has made an effort to improve the operations of the Authority. This information is made part of the employee's work record.

Keep trying! The more suggestions you submit, the better are your chances of seeing your ideas put to use. Review the section "How to Find Ideas", page 4. Your suggestion may be the one that will earn the highest award ever made!



One Shops Department employee received \$275.00 for 9 award winning suggestions.

▶ OTHER FEATURES OF THE PLAN

1. All suggestions must be submitted in writing to the Suggestion Plan office. If identical suggestions are received, the one bearing the earliest postmark will be credited with the priority. An idea put into use before the suggestion is submitted is eligible for an award only if the suggestion is received in writing within one year after the idea was first used.
2. A Suggester retains credit to an idea for one year after the date it has been declined by the Committee. If the Suggester wishes to retain claim to the idea he must re-submit it prior to the expiration of the limitation period. Suggestions which have been declined will be reconsidered by the Committee at the request of the Suggester if new information is presented.
3. Two or more employees may submit a joint suggestion. In such case, each must sign the suggestion form to signify their agreement to share any award on an equal basis.
4. All suggestions submitted become the property of the Authority. Awards are paid only when a suggestion has been adopted and can be made only to employees or pensioners of the Authority.

▶ YOUR OPPORTUNITY

CTA wants your ideas. It is felt that all employees working and thinking together can contribute to better operations, improved service to our riders, and make CTA a better place to work.

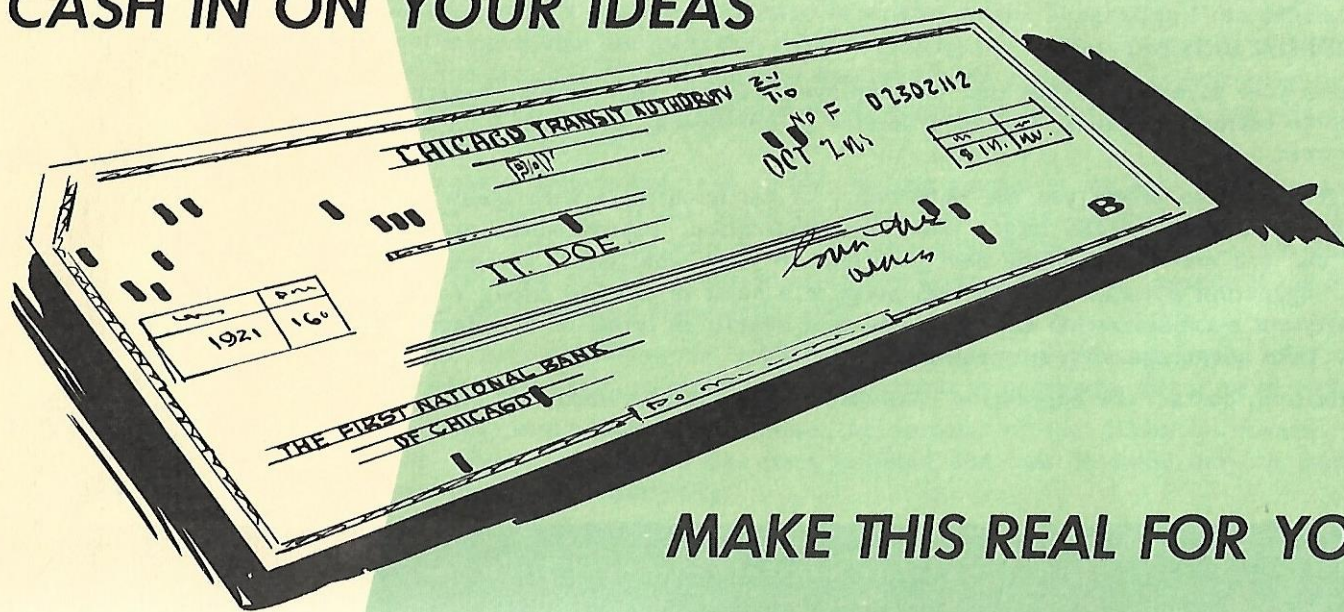
The Suggestion Plan offers you the opportunity of participating - with ideas - in the every-day operations of this large, complex organization. Improvements are always welcome and you are in one of the best positions to know what needs to be done. The Employee Suggestion Plan is for your use. Make it a habit of passing along your ideas for Management's consideration and use. You will benefit in terms of satisfaction and earnings. Take advantage of your opportunity!

For information, contact the Suggestion Plan office, Merchandise Mart.



YOUR IDEAS ARE VALUABLE - SEND THEM IN

CASH IN ON YOUR IDEAS



MAKE THIS REAL FOR YOU