



1. Employees submit MDIs to supervisor
2. Supervisor determines if MDI goes on to the EAC subcommittee
3. A subcommittee of the Employee Advisory Committee reviews these MDIs (employee's name removed) once a month to award "David Dollars" based on the following criteria:

Criteria for choosing the level of Effort & Cost	
<b>High</b>	<ul style="list-style-type: none"> <li>• 5+ hours to implement</li> <li>• Over \$50 in materials</li> </ul>
<b>Medium</b>	<ul style="list-style-type: none"> <li>• 1-5 hours to implement</li> <li>• Under \$50 in materials</li> </ul>
<b>Low</b>	<ul style="list-style-type: none"> <li>• Under 1 hour to implement</li> <li>• No cost for materials</li> </ul>

Criteria for choosing the level of Improvement	
<b>Small</b>	<ul style="list-style-type: none"> <li>• Improves working environment for self</li> <li>• Difficult to measure in time or money</li> </ul>
<b>Medium</b>	<ul style="list-style-type: none"> <li>• Improves working environment for department</li> <li>• Saves some time/money</li> </ul>
<b>Large</b>	<ul style="list-style-type: none"> <li>• Improves working environment Citywide</li> <li>• Saves a measurable amount of time/money</li> </ul>

"David Dollars" awarded using the following scale:

		Improvement		
		Small	Medium	Large
Effort/Cost	High	1	2	3
	Medium	2	3	4
	Low	3	4	5

If more than one employee is involved, "David Dollars" will be awarded based on the following multipliers:

Number of Individuals	Multiplier
2	1.5
3	2
4+	2.5

The total "David Dollars" will then be split evenly among the employees

4. "David Dollars" can be redeemed the following ways:
  - a. Dollar for dollar match at the City Store for City apparel
    - i. City logo or department logo
    - ii. Order must be placed with the semi-annual City store orders
  - b. Personal Holiday hours
    - i. 10 David Dollars = 1 hour personal holiday
    - ii. 20 David Dollars = 2 hours personal holiday
    - iii. 30 David Dollars = 3 hours personal holiday
    - iv. 40 David Dollars = 4 hours personal holiday
    - v. 50 David Dollars = 5 hours personal holiday
    - vi. And so on