



Name of the Document:

SUGGESTION AND AWARD PROCEDURE

Document No	The First Date of Publication	Revision Date	Revision No	Page Number
İKM_PR10	17.8.2018	-	2	4

Prepared by MELEK SENA ALTINAKAR	Approved by İSMET ECE ERTEKİN KAL Strategy and Quality Development Manager	Approved by / Quality BURCU KARAGÖZ Manager
-------------------------------------	---	---



1. PURPOSE

The purpose of this procedure is to evaluate the value added by the employees of Istanbul Aydın University, creative ideas and to appreciate and honor their success / efforts.

2. CONTENT

All administrative and academic staff.

3. DESCRIPTIONS

3.1. Feedback System: It is a platform where the parties of Istanbul Aydın University employees can choose from education, health, unit or other category to submit their suggestions and complaints and that also provides follow-up.

3.2. Feedback System Team: It is a group that evaluates the suggestions coming to the feedback system as a whole and with an impartial approach and understanding.

4. APPLICATION

4.1. Suggestion System

4.1.1. Academic and Administrative Staff send their ideas / suggestions about business processes and other applications to the Strategy and Quality Development Department through the Feedback System.

4.1.2. Strategy and Quality Development Department shares the request with the relevant department managers according to the content of the proposal and follows the process.

4.1.3. Strategy and Quality Development Department gives feedback to the proprietor within 3 days at the latest for each proposal.

4.1.4. In suggestions containing personal data, within the framework of the law number 6698 on the Protection of Personal Data and the Policy on the Istanbul Aydın University Protection and Processing of Personal Data, attention is paid to processing of personal data. Necessary technical security measures are taken to prevent unauthorized persons from seeing these recommendations.

4.1.5. Data of suggestions which have completed all the process, are stored on the system and destroyed according to the Istanbul Aydın University Personal Data Retention and Destruction Policy.

4.2. Suggestion Topics

4.2.1. Quality: Improving the quality of the service.

4.2.2. Efficiency: More efficiency in the work done within the same time frame.

4.2.3. Cost: Cost saving / added value effect.

4.2.4. Saving: Time / resources / energy saving.

4.2.5. System Improving: Systematically improving the functioning of the academic and administrative work.

4.2.6. Methods of Operation: Improving the mode of operation, improving the service tools used.

4.2.7. Technology: New technological development.

4.2.8. Occupational Safety: Ideas to prevent work accidents.

4.2.9. Efficiency: Increase sales, purchasing or administrative service effectiveness.

4.2.10. Student: Increase student satisfaction.

4.2.11. Brand: Increase brand awareness.

4.2.12. Ergonomics: Making the work more suitable for the human body and structure.

4.2.13. Other: Organization improvement, innovation, change (corporate culture, work motivation, team spirit, etc.)

4.3. Non-suggestional Topics

4.3.1. Recommendations that do not contain any changes and / or improvements to the implementation of existing methods or rules.

4.3.2. Suggestions on management policy such as wages, employee policy.



- 4.3.3. Recommendations that were the subject of research and development at the time of submission, or recommendations previously made.
- 4.3.4. Recommendations reporting lack of service.
- 4.3.5. Suggestions about good wishes, requests or desires.
- 4.3.6. Suggestions about purchasing and sales policies.
- 4.3.7. Personal problems, dissatisfaction and critical suggestions.
- 4.3.8. Recommendations on promotion, appointment and disciplinary penalties.
- 4.3.9. Advice on dismissal or hiring.
- 4.3.10. Recommendations bearing general expressions of morality and decency.
- 4.3.11. Recommendations on legal regulations.
- 4.4. **Suggestion Validity Period and Suggestion Ownership**
 - 4.4.1. Whether a suggestion is implemented or not, it is only applicable for two years. For the suggestions that are applied within two years, the owner is awarded the prize that is valid for the time being. Proposals that are not implemented within two years are removed from the follow-up.
 - 4.4.2. Proposals that are made to be applicable and not implemented within two years may be re- evaluated at the end of two years. Subsequent recommendations on the same subject are invalid; the employee making the proposal shall be notified in writing on the grounds.
 - 4.4.3. Proposals shall be deemed valid and considered as of the date of submission of the Proposal.
- 4.5. **Conferment**
 - 4.5.1. **Suggestion Rewards**
 - 4.5.1.1. The award of the implemented suggestion shall be notified to the proprietor in writing by the Rectorate and the Secretary General.
 - 4.5.1.2. Employees can make suggestions individually or as a team. If the team suggestion is applied, the recognized award is divided equally among the team members.
 - 4.5.2. **Situational Rewards**
 - 4.5.2.1. Situational rewards are given to the outstanding creativity and success of employees and the team in their daily activities.
 - 4.5.2.2. The relevant Department Manager informs the employee and / or his / her team about the situational award to Human Resources. After receiving all comments, the Award Form is submitted to the approval of the Board of Trustees and the evaluation phase is completed.
 - 4.5.2.3. The Rector's Office and the Secretary General provide feedback to the Department Manager within 2 months at the latest via the Reward Form.
 - 4.5.2.4. The employee and/or team who are awarded the Situational Reward are informed by the Human Resources about the reasons for the award and the awards they receive.
 - 4.5.2.5. The records of the awarding employee/team are kept in the personal file of the employee with the letter of thanks/appreciation included in the award.
 - 4.5.3. **Planned Awards**
 - 4.5.3.1. These are the awards that are defined and announced to the organization within the calendar year in line with the corporate strategies. (For example; Employee of the Month, Most Successful Team of the Year, etc.)
 - 4.5.3.2. In line with the planned planned awards, the Department executes Rectorate and General Secretariat works. The rewards are given to the beneficiaries, the time planning and coordination of the activities are carried out by the Rectorate and the Secretary General.
 - 4.5.3.3. The Rector's Office and the Secretary General shall inform all employees of the employees and / or the team to be nominated for the award within the scope of the Planned Awards with a general announcement.
 - 4.5.3.4. Employees and / or teams that have the right to receive awards by majority of votes are determined among the candidates who are eligible to receive award criteria and submitted to the approval of the Board of Trustees. In line with the prior approval, the Rectorate and the Secretary General announce the employee/team and the award.



- 4.5.3.5.** Records of the award winning employee/team are stored in the employee's personal file.
- 4.5.3.6.** If there is no employee and/or team who were deemed worthy for an award in that year, no award will be given for that category.

4.5.4. Reward Plan and Budget

4.5.4.1. For awards other than Situational Awards, Human Resources Department and Personnel Department prepare the Annual Award Plan Budget in accordance with the corporate strategy and objectives and submit it to the approval of the Board of Trustees.

4.5.4.2. Approved Award Categories and Awards are announced by the Rectorate and the Secretary General

4.5.5. Award Types

4.5.5.1. Financial Awards

- Gift certificates
- Personal / professional development training
- Paid leave
- Food organization
- Holiday
- Participation in social activities
- Bonus, Premium and so on.

4.5.5.2. Incentive and Honorary Awards

- Plaques
- Letter of thanks / certificate
- Follow-up of Suggestion and Reward Transactions is done via Feedback System.

4.5.5.3. Academic Awards

- BAP Awards
- Publication Incentive Award

5. RELATED DOCUMENTS

5.1. BAP Implementation Directive

5.2. Guidelines for Academic Incentive Groups

5.3. Directive for the Promotion of Scientific and Artistic Publications

5.4. Publication Directive

5.5. Feedback System

5.6. Feedback System Activity Report

5.7. Award Form