

# EMPLOYEE'S SUGGESTION

Date Rec'd. \_\_\_\_\_

Suggestion No. \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Class Title

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Mail Stop Number

\_\_\_\_\_  
Suggestion Title

**THIS IS THE OLD WAY** (explain in detail the existing or previous condition)

**THIS IS MY IDEA** (be specific in regard to your proposal)

**THIS IS WHAT IT WILL DO** (point out what the result of implementing your idea would be – saving money, getting the job done faster, improving services, eliminating safety hazards, etc.)

## **ESTIMATED SAVINGS AND COSTS** (if savings and costs cannot be estimated, please explain)

A. First year savings in:

	# of units	x	Cost/Unit	=	Total
Materials _____	_____		_____		_____
Labor _____	_____		_____		_____
				Total Savings	_____

B. Implementation cost:

	# of units	x	Cost/Unit	=	Total
Materials _____	_____		_____		_____
Labor _____	_____		_____		_____
				Total Costs	_____

**ATTACH ADDITIONAL PAGES AS NECESSARY**

\_\_\_\_\_  
Suggestor's Signature

My Name May Be Disclosed to Process this Suggestion \_\_\_ Yes \_\_\_ No



## **WHAT IS A SUGGESTION?**

A suggestion is a written proposal which clearly states a new or revised procedure which results in the reduction or elimination of expenditures, in an increase in revenue, or in the improvement of operating efficiency.

## **WHO IS ELIGIBLE FOR AN AWARD?**

Any regular employee of the County of Riverside, or of any special district where the Board of Supervisors is the governing body, is eligible to submit suggestions.

### **HOW TO SUBMIT YOUR IDEA**

- You may submit as many suggestions as you wish, but a separate form must be used for each new suggestion.
- Know your proposal. Think your idea out thoroughly before you write it up. Suggestions may be any length, as long as the idea is expressed clearly.
- List all useful information, naming and describing any part, article, or operation affected. Do not fail to explain how you believe your idea can be carried out, and be sure to list its advantages over the present method.
- Whenever possible, attach a sketch that might help explain your idea.

### **WHO REVIEWS SUGGESTIONS?**

The Suggestion Review Committee (composed of five members) are selected or appointed as follows:

- A member of the Board of Supervisors to be appointed by the Board of Supervisors.
- The Human Resources Director.
- The County Executive Officer.
- The Auditor-Controller, appointed by the Board.
- An employee to be appointed by the Board of Supervisors.

Double check your write-up and be sure the suggestion form is filled in completely. **Then mail it to the Human Resources Department/Suggestion Award Program, Central Mail Stop #1150 / P.O. Box 1569, Riverside, CA 92502-1569.**

## **WHO IS NOT ELIGIBLE FOR AWARDS**

- ⊃ Members of the Board of Supervisors or its appointive boards or commissions;
- ⊃ Members of the Suggestion Review Committee or its supporting staff;
- ⊃ Department Heads; and
- ⊃ Employees assigned to positions for the purpose of conducting research and development or assigned to a job requiring the solution of specific problems if the proposal submitted pertains to such research, development or problems.

## **SUGGESTIONS NOT ACCEPTABLE**

- ⊃ Those which call attention to a problem but do not offer a solution;
- ⊃ Those concerned with routine repair and maintenance unless such suggestions contribute to the solution of a maintenance problem;
- ⊃ Those which deal with salary adjustments and job classifications;
- ⊃ Those which are not original with the suggestor or are submitted for another employee who would otherwise be ineligible to submit a suggestion;
- ⊃ Those which are basically duplicates of prior suggestions submitted by other employees;
- ⊃ Those which fall within the normal job duties and responsibilities of the suggestor;
- ⊃ Those dealing with a problem under prior administrative consideration in which the resultant action was not influenced by the receipt of the suggestion; and
- ⊃ Those dealing with a problem which involves policy determination by the Board of Supervisors.