

EMPLOYEE SUGGESTION INVESTIGATION REPORT

Employee Suggestion #
 Brief Description:
 Assigned to:
 Date:

For each suggestion being evaluated, the information listed below must be provided. Appropriate documentation of calculations and sufficient details on methods or procedure changes must be attached. Upon completion, this evaluation must be returned to the Marketing and Communications Department.

NOTE: If the suggestion entails work that is already expected of the employee, then the suggestion is automatically ineligible for an award.

1. Is the suggestion something the employee can implement without anyone else's approval? **Y/N**
2. Does the suggestion correct a simple operating fault or a condition caused by a failure of an employee to perform standard operating procedures? **Y/N**
3. Does the suggestion result from a special project or regular assignment involving the evaluation, assessment, or audit of city functions, programs, etc. **Y/N**
4. Is the idea new to existing practices and procedures? **Y/N**
5. Is the idea being considered elsewhere within the city? **Y/N**
6. If applicable, list the **cost and 1st year savings, or 1st season/cycle of activity** (or other benefits) from implementation of the idea:

Item	Cost of implementation	1 st year savings due to implementation
Labor	\$	\$
Material	\$	\$
Equipment	\$	\$
Other	\$	\$
Total	\$	\$

7. What would be required for implementation?
8. Who (person or department/division) should be responsible for implementation?
9. Is adoption recommended?
10. Recommended award: \$
11. Number of hours spent on investigation?

By signing below, I affirm that all the information reported is correct. I understand that knowingly falsifying any information in this report constitutes improper conduct which may result in immediate discharge, suspension without pay, reprimands, or other disciplinary action deemed appropriate by my supervisor or City Manager, as stated in the Employee Handbook.

Reviewer's Signature _____ Date completed: _____

Department Head Signature _____ Date _____