

County of Sonoma Countywide Cost Saving Ideas		<u>FOR OFFICIAL USE ONLY</u>
NAME OF ORGANIZATION CRA (ROV)		DATE RECEIVED
NAME OF PERSON SUBMITTING IDEA ROV STAFF	WORK PHONE #	EMAIL
TITLE OR SUBJECT OF COST SAVING IDEA Department & Countywide - Turn off computers when leaving office for more than 2 or 3 hours.		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s) At present, most employees leave their computers on when they are going to training classes that will last anywhere from 1 ½ hours up to 7 hours.		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s) If you are going to be away from your desk for more than lunch break (or up to 1 ½ hours) go ahead and log off the computer and turn off monitor.		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s) Employee can turn back on computer if class or appt. took less time than anticipated or if class ran longer (until after employee's work shift was over) employee would not have to rush back to office to turn off computer and monitor.		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA ISD has maximum number of log-ons before have to change password; if this comes around too often, may discourage this practice; can ISD increase number of log-ons before a new password is required?		

Send to _____, at CAO's office