

<p style="text-align: center;">County of Sonoma Employee Suggestion Program "Good Ideas Pay You Money" APPLICATION</p>		FOR OFFICIAL USE ONLY	
		SUGGESTION NUMBER	
* NAME		* TITLE.	
* HOME ADDRESS STREET CITY ZIP		* EMPLOYEE ID # 5 DIGITS:	
* DEPARTMENT/DIVISION		* MY NAME MAY BE DISCLOSED IN PROCESSING THIS SUGGESTION <input type="checkbox"/> YES <input type="checkbox"/> NO	
* SUPERVISOR'S NAME			
* SUGGESTER'S SIGNATURE			
* REQUIRED		ALL SUGGESTIONS BECOME THE PROPERTY OF SONOMA COUNTY	
SUGGESTION TITLE OR SUBJECT			
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s)			
SUGGESTION IMPROVEMENT (if more space is needed, please summarize and attach additional sheet/s)			
BENEFITS (Cash savings, revenue, labor, space, safety, service, morale) (if more space is needed, please summarize and attach additional sheet/s)			
<p>My suggestion set forth above is submitted for consideration under the terms and conditions of the County of Sonoma Employees' Suggestion Award Program Regulations. I understand and agree that the County of Sonoma shall have the right to make full use of my suggestion, and I hereby waive any claim for compensation other than provided in said regulations.</p> <p style="text-align: center;">ATTACH ADDITIONAL SHEETS OR SKETCHES IF NECESSARY</p>			

REGULATIONS AND GUIDELINES FOR THE SUGGESTER

WHAT KIND OF SUGGESTION MERITS RECOGNITION?

A valid suggestion must save the County time and/or money, or eliminate waste, duplication of effort and extra steps, or improve service. The suggestion must provide a basis for a solution as well as identify the problem. Suggestions on salary and other labor related issues, classification suggestions, or classification, or normal maintenance cannot be considered by the program.

WHO IS ELIGIBLE FOR RECOGNITION?

Every County employee is eligible to participate in the Suggestion Program. Suggestions must be outside the scope of the employee's normal duties.

WHAT MAY I WIN?

The maximum award for tangible savings is \$5,000 and the minimum award is \$100. If more than one employee is named on the suggestion submittal form, the award is divided among the eligible suggesters. Certificates of Award accompany cash award. Letters of Appreciation are awarded when a cash award is not applicable.

HOW DO I SUBMIT MY IDEA?

Fill out the submittal form completely. No suggestion will be considered without submittal of this form. Be sure to check the "Yes" or "No" box to indicate whether your name may be used during the evaluation process. If neither box is checked, it will be considered as a "Yes."

In addition to the obvious benefits such as cash savings and additional revenue, be sure to list side benefits such as morale, service, safety, etc.

Submit your suggestions to the Human Resources Department. Keep a copy of your suggestion for your records.

WHAT HAPPENS NEXT?

Your suggestion will be sent to one or more departments for evaluation. When it is returned to the Coordinator, it is scheduled for a review by the Employee Suggestion Awards Committee. If no further investigation is indicated, you will be notified of the results. Awards are normally presented on Tuesday at the Board of Supervisors meeting.

GENERAL FACTS:

1. All suggestions become the property of the County of Sonoma.
2. Awards are considered salary, and will be recorded on your W-2.
3. For information, call the Human Resources Department at 565-2331.

**DO NOT WAIT UNTIL YOU KNOW THE RESULTS OF YOUR FIRST SUGGESTION
TO SUBMIT YOUR NEXT ONE.**

SHARE YOUR IDEAS – EARN CASH AND RECOGNITION

SAVE TAXPAYER DOLLARS!

SUGGEST TODAY!!