



COUNTY OF SANTA CLARA

Library Employee Suggestion Form

The purpose of the Santa Clara County Employee Suggestion Program is to acknowledge and/or reward employees for ideas that contribute workable solutions for improvement of County operations. The program is designed to gather ideas from our employees that improve service delivery or operations, enhance business practices or technology, create efficiencies, increase morale, enhance team building, improve safety, generate savings or new revenue or provide innovations.

Please submit a separate form for each suggestion.

Suggestion Title:

Concern/Issue: *Describe the way the method or condition is now.*

Solution: *Describe your idea of the way it should be in sufficient detail to enable review.*

Implementation: *Show what must be done. Estimate the cost. Explain how you arrived at the figure.*

Advantages: *Explain the advantages you feel will result from your suggestion. Give an estimate of financial savings or additional revenue.*

Identifying Information: *Please complete all information for all authors of this suggestion.*

Date:

Name:

Job Title:

Library/Division

Phone and Ext:

Email: