

Describe your suggestion, how it would make an improvement, and how it could be adopted: (state clearly, use additional paper if needed, and provide any supporting documentation.)

Empty text box for describing the suggestion.

4. Benefits from the Suggestion

What type (s) of benefit (s) will your suggestion provide (check all you think apply and, if you have supporting documentation, please attach)

- Checkboxes for: Increase Productivity, Conserve Energy, Eliminate Duplication, Cost Savings, Generate Revenue, Prevent Waste, Improve Service, Improve Safety, Other, Improve Quality, Improve Workplace.

Submission Information

PLEASE READ CAREFULLY: I have read, understood and agree to the instructions and guidelines set out on this form and I understand that the use by Knox County of my suggestion shall not form the basis of a further claim of any nature upon Knox County by me, my heirs, and assigns. (If a team suggestion, all suggesters must sign.)

Signatures and dates for suggesters: 1. _____ Date: _____ 2. _____ Date: _____ 3. _____ Date: _____ 4. _____ Date: _____

Department Head Section

(If you are employed by Knox County and your suggestion applies to the department you work for, submit the completed suggestion form to your department head)

To Be Completed by Department Head. Forward to the Human Resources Office when completed.

Does the suggestion address an issue that the employee(s) would normally be required to do as part of a specific job assignment or duty? YES _____ NO _____

Additional Comments on suggestion (attach additional paper if needed)

Empty text box for additional comments.

Signature of Department Head

Date

Filing Instructions

General Instructions:

Complete the suggestion filing form to the best of your ability. If you cannot provide all the information requested, fill out the form as completely as possible. All suggestions will be reviewed and evaluated equally. However, the more information you can provide us about the suggestion, the better we can review and evaluate it. Remember that it is your suggestion and we may not be immediately familiar with the details. Therefore, present the suggestion clearly, avoid jargon, acronyms, and overly technical explanations, and supply supporting information as needed to explain the suggestion. Above all, give your suggestion considerable thought and research it if needed. A suggestion is more than an idea- it is a concrete proposal to make Knox County better and more cost effective.

Specific Instructions:

1. Complete the suggestion filing form by printing clearly or typing.
2. Sign the form, in the "submission information section" make sure all team members sign, and make a copy for your records.
3. For team suggestions, it is helpful if one person is designated as the contact person for mailing purposes.
4. If you are an employee of Knox County and the suggestion addresses an issue at the department where you work, provide the completed suggestion form to your department head.
5. Return the original suggestion form and any attachments to:
Knox County Employee Suggestion Program, 400 Main Street, Suite 360, Knoxville, TN 37902
6. For further information or questions, please contact:
Suggestion Program Coordinator at 865.215.2321 or Fax at 865.215.3242

General Program Guidelines FAQ

Who Can Submit a Suggestion? All Knox County employees who work in departments under the supervision of the County Mayor are eligible to submit suggestions.

What types of suggestions can be submitted? A suggestion that will enhance the efficiency and effectiveness of Knox County through reduced or eliminated expenditures, generation of revenues, increased productivity, better customer service, or improved quality of government operations.

What do I get for making a suggestion? After a review and an evaluation, if your suggestion is found to be eligible and worthy, that is, the benefits outweigh the costs, the Employee Suggestion Committee may award an individual one day off. This is referred to as the *Initial Award*. If the suggestion is adopted, you are eligible up to 10% of the net savings realized in the first 12 months of adoption. The maximum *Savings Award* the Committee can grant is \$1,000 for an individual and \$2,000 for a team.

Are the cash awards taxed? Yes. Awards will be issued in the employees' paycheck and are subject to regular withholding rules.

What if my suggestion is not adopted by the department? Your suggestion does not have to be adopted for you to be eligible to receive an *Initial Award*. However, it does have to be adopted to be eligible for a *Savings Award*.

What if my suggestion does not have identifiable savings, how will you calculate the 10% savings award? Suggestions that have intangible benefits are eligible for a *Savings Award*. The amount of the *Savings Award* will be determined through the extent of impact the suggestion had and the amount of improvement it made. In other words, we will look to see if the suggestion affected multiple departments, or a single area. We will then look at how much of an improvement was made: major, moderate, or minor. The amount of the *Savings Award* will relate to the extent of impact and the degree of improvement.

What if the department modifies my suggestion, will I still get credit? Yes. Modified suggestions are eligible for initial and savings awards so long as the suggestion was the source of the agency's action.

How long does the process take? Each suggestion will be reviewed and evaluated on a first come basis. Our goal is to complete the initial evaluation within 60 days of receipt; in some situations it may not be possible to complete the evaluation in 60 days because of the nature of suggestion. Once the suggestion is approved to be evaluated the department an initial reward is granted and you will be notified within three business days of the Committee's determination. If granted an award, you may be asked to appear before the *County Commission* so that you may be publicly recognized for your contribution. Throughout the process, we will notify you of any delays in processing your suggestion.

Can I make an anonymous suggestion? No, all suggestions must be signed by the suggester(s).