E-Mail to Sustainability

Print Form

Washington County Employee Suggestion Program

We value your input. The Employee Suggestion Program is designed solicit sustainable ideas that save the County money or improve efficiency of County operations. Employees will be rewarded for the top suggestions that the County plans to implement. Awards for top suggestions include gift cards to local businesses. All regular and temporary County employees may participate in the program. Suggestion committee members, elected officials, and department heads can submit ideas, however they are not eligible for awards.

Suggestions considered acceptable are those which improve the sustainability of County government. This may include ideas to help conserve resources, reduce waste, improve efficiency of programs, improve service delivery, or save money.

To submit a suggestion, please complete the following form and e-mail it using the button above. If electronic submittal does not work, print the form and send it to the Sustainability Program via interoffice mail at MS 25. All fields on the form must be completed. Include only one suggestion per form. Additional forms can be submitted if there is more than one project idea.

Name: _____

Department: _____

Division/Program/Office: _____

Phone Number: _____

E-mail Address: _____

Signature: _____ Date: _____

Please select the category or categories of the suggestion, or add a new one:

☐ Energy ☐ Fuel ☐ Purchasing ☐ Recycling

☐ Water ☐ Waste ☐ Air/Toxics ☐ Other: _____

Describe the present methods, practices, or problem to be addressed.

Describe the suggestion, how it can be accomplished, and any costs involved with implementation. Please note any key County staff (managers, impacted employees) you consulted regarding the feasibility of this suggestion.

Provide an analysis of the anticipated savings or efficiencies that will result from implementing the suggestion. If savings are not anticipated, include a statement of the improved services or benefits which will accrue from adoption of the suggestion.

Program Details:

A suggestion committee made up of employees from various County departments will evaluate employee suggestions quarterly. Evaluation criteria are weighted to give priority to feasible projects that have the broadest impact and the most cost savings for the County. Criteria include feasibility, scope of project impact, financial savings, time savings, environmental benefit, and social benefit.

The top suggestions that are practical, environmentally-sound, and result in cost savings (or a short return on investment) to the County will be will be deemed eligible for award consideration. Suggestions which will result in cost-avoidance, intangible improvements such as benefits to safety, health, welfare, etc., or when savings cannot be calculated will receive recognition as determined by the committee. When a top suggestion is submitted by more than one employee, any resulting award will be shared by the co-suggesters listed on the suggestion form(s). Awardees can choose to accept or decline gift card awards and public recognition. **IRS regulations stipulate that any type of gift for the purpose of employee recognition is considered taxable.**

Additional program information can be found at the County's Sustainability Program site.