

STATE OF NEVADA
MERIT AWARD BOARD

Employee Suggestion Form
"Good Government, Great Employees"

EMPLOYEE ELIGIBILITY: If you are a State employee, you are eligible to submit your ideas unless you are a department head or specifically assigned the responsibility as part of your normal job responsibilities.

Name: _____ **Job Title:** _____

Employee ID #: _____ **Date:** _____

Department: _____ **Division:** _____

SUBJECT OF SUGGESTION: _____

WHAT IS THE PRESENT CONDITION OR PROCEDURE: _____

HOW DO YOU THINK IT CAN BE IMPROVED: _____

ESTIMATE SAVINGS OR BENEFIT: _____

I BELIEVE MY SUGGESTION WILL:

(Please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Increase productivity | <input type="checkbox"/> Prevent waste | <input type="checkbox"/> Eliminate duplication |
| <input type="checkbox"/> Improve service | <input type="checkbox"/> Prevent accidents | <input type="checkbox"/> Reduce costs |

Is the suggestion a component of any educational/training/certification program (state or non-state)? (Please check) Yes No

If so, please identify program. _____

To your knowledge, has the suggestion ever been considered or addressed previously by the agency or the state? (Please check) Yes No

If so, please identify the circumstance(s): _____

The use of my suggestion by the State of Nevada will not form the basis of a further claim of any nature upon the State of Nevada by my heirs, assigns, or me.

Signature of Employee: _____

Home Address: _____

City: _____

State: _____

Zip: _____

Home Phone: _____

Business phone: _____

Please Submit To:

MERIT AWARD BOARD
Division of Human Resource Management
209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
Telephone: (775) 684-0144

rbaker@admin.nv.gov