

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:** Jon Q. Public

**Job Title:** Management Analyst II

**Employee ID #:** 01234

**Date:** 6/30/16

**Department:** Administration

**Division:** Office of Employee Training

**SUBJECT OF SUGGESTION:**

Delete duplicate work causing extra labor and material costs, and wasting time.

**WHAT IS THE PRESENT CONDITION OR PROCEDURE:**

Currently, copies of all documents are made at the state office for widget order forms. Forms could be made available electronically on the state website where all state offices can access them, rather than being printed and mailed or requesting copies of the form(s).

Additionally, with a single repository for the form, only the most recent version will be available, saving on wasted old copies when the form is revised, or wasted staff time in informing requestors of incorrect form, etc.

**HOW DO YOU THINK IT CAN BE IMPROVED:**

With the form(s) available on the website, they will be readily available to all staff with no need to order, stock or print the forms.

**ESTIMATE SAVINGS OR BENEFIT:**

Budget in the state office is \$1,000/year for form production (printing), so multiply the savings by ten (10) regional offices and budgeted savings should total at least \$10,000/annually. Additional cost savings may be realized with regards to lost time/labor costs, storage, bulk mail costs, or disposal/recycling.

Please see attachments regarding supporting documentation.

**I BELIEVE MY SUGGESTION WILL:**

(Please check all that apply)

Increase productivity

Prevent waste

Eliminate duplication

Improve service

Prevent accidents

Reduce costs

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.

**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**

Signature of Employee:

Home Address:

City:

State:

Zip:

Home Phone:

Business phone:

[rbaker@admin.nv.gov](mailto:rbaker@admin.nv.gov)

Rev. 6/2016

-Sample Document-