

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)

- Increase productivity       Prevent waste       Eliminate duplication  
 Improve service       Prevent accidents       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?

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**

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