

STATE OF NEVADA  
MERIT AWARD BOARD

Employee Suggestion Form  
"Good Government, Great Employee"

**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  
☐ Improve service

- ☐ Prevent waste  
☐ Prevent accidents

- ☐ Eliminate duplication  
☐ 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.

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) 684-0130**

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