



State of Nevada MERIT AWARD BOARD



“Good Government, Great Employees”

515 E. Musser Street, Room 101
Carson City, Nevada 89701-4204

Joe Lombardo
Governor



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: _____ Date: _____
 Job Title: _____ Department: _____
 Employee ID #: _____ Division: _____

Subject of Suggestion: _____

What is the present condition or procedure: _____

How do you think it can be improved: _____

Estimate savings or benefit: _____

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

If yes, please identify program: _____

To your knowledge, has the suggestion ever been considered or addressed previously by the agency or the State? Yes No

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

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 |

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: _____

Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Please submit to:
MERIT AWARD BOARD
Division of Human Resource Management
515 E. Musser Street, Ste. 101
Carson City, Nevada 89701
Telephone: (775) 684-0110
meritaward@admin.nv.gov