

# EMPLOYEE SUGGESTION FORM

Mail to:  
Suggestion Program Coordinator  
Little Rock Human Resources  
500 West Markham – Suite 130W  
Little Rock, Arkansas 72201-1428

## FOR ESP OFFICE USE ONLY

Suggestion No.	Date/Time Received:	Department(s) Affected:	Notification Date:

### My idea concerns: (Check One)

- |  |  |
|--|--|
| <input type="checkbox"/> Improve Operations                  | <input type="checkbox"/> Save time, labor, materials, or reduce cost |
| <input type="checkbox"/> Increase efficiency or productivity | <input type="checkbox"/> Improve service to the public               |
| <input type="checkbox"/> Improve safety conditions           | <input type="checkbox"/> Improve working conditions                  |

Name(s) (Print)

Office Telephone

Your Department

Home Address

Check where you wish the acknowledgment sent:  Office  Home

Here's the problem or area needing improvement: (Please be specific)

Here's what should be done: (Provide enough information to clearly explain and support your idea. Attach additional sheets as needed.)

**Here's how the City will benefit: ( Specific supporting evidence such as hours, dollars, or materials saved, etc. would be helpful.)**

**PLEASE READ ELIGIBILITY RULES ON THE BACK (attached) BEFORE SUBMITTING THIS FORM; AND ANSWER THE FOLLOWING QUESTION:**

**Is this idea the result of a direct assignment?  Yes  No**

**Please read the following information before submitting your suggestion**

**I hereby (1) Authorize the City to adopt and implement, for unlimited duration, my suggestion submitted under the terms and conditions of the Employee Suggestion Program; (2) Agree on my behalf and on behalf of my heirs, successors, and assigns, to be bound by the terms and conditions of the Employee Suggestion Program and (3) Understand that the only compensation I, or my heirs, successors or assigns, will be entitled to receive from the City as a result of the adoption and implementation of my suggestion will be the cash award, if any, approved by the City Manager in accordance with the terms and conditions of the Program.**

**VALID ONLY IF SIGNED BY ALL SUGGESTION ORIGINATORS**

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**Date**

**Signature(s)**

## **EMPLOYEE SUGGESTION PROGRAM (ESP) GENERAL RULES**

### **AWARDS**

Tangible Suggestion: suggestions for which a measurable dollar savings or increases in revenues can be calculated may be eligible for a cash award from a minimum of \$50 up to a maximum of \$750, for an individual, and up to a maximum of \$750 for team suggestions.

Intangible Suggestion: Suggestions for which dollar savings cannot be calculated, but which result in significant improvements in City operations may be eligible for a cash award from a minimum of \$50 up to a maximum of \$200.

A cash award will only be made after the suggestion has been approved for adoption by the City Manager.

A cash award granted for a suggestion submitted by a team will be distributed equally among the individuals whose signatures appear on this form.

When duplicate suggestions are submitted, only the first suggestion to be received by the Human Resources Department will be eligible for consideration.

All cash awards are subject to federal, state, FICA tax deductions.

### **ELIGIBILITY**

All City employees below the level of Department Director are eligible to participate in this program.

#### **Examples of Eligible Suggestions: (suggestion must not reduce level of service to public)**

- Improve operations
- Save time, labor, materials, or reduce cost
- Increase efficiency or productivity
- Improve service to the public
- Improve safety conditions
- Improve working conditions

#### **Examples of ineligible Suggestions:**

- A duplicate of a suggestion that has already been submitted
- Those that only present a problem, but provide no solution.
- Increasing City fees
- Those that propose changes in compensation or benefits
- Improvements to new equipment or processes which are still in the testing stages.
- Proposed changes and/or improvement already under consideration, in effect, or subject to regular management review.

### **DISCLAIMER**

The City of Little Rock has the exclusive right to determine award policy and structure, and retains the right to revise the terms and conditions of the Employee Suggestion Program, or to terminate the program at any time without notice. Notwithstanding the above, an employee's

suggestion will be processed in accordance with the terms and conditions of the Program in effect on the date that the suggestion is received.

The above Employee Suggestion Plan rules represent a summary only. Other eligibility requirements may apply. Please check with the Employee Suggestion Program staff/Department of Human Resources for current policy and rules by calling 371-4576.