

City of Madison

Employee Solution

Suggestions



Employee Name:	Department:
Contact #:	Date:

Submit your form to the Human Resources Department or by email to Kelly Rolin, following instructions on the back of form. Suggestions will be reviewed by the Department Head Efficiency Team.

AWARDS of Administrative Leave may be granted for **SUCCESSFUL** implementation of the Suggestion.

Suggestions must be related to one of the following (check all that apply):

- Solution to **Increase Revenue**
- Solution to **Reduce Costs**
- Solution to **Increase Efficiency**
- Solution to **Improve or Streamline a Process**
- Solution to **Increase Services to Madison Citizens (Quality of Life)**

1.	Describe Your Suggested Solution (and the Opportunity for Improvement).
2.	Describe Your Ideas For How to Implement.
3.	Describe Any Known Costs / Savings / Advantages, Etc.

NOTE: If more space is needed, attach additional pages.

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Criteria



- The Employee Solution Program (ESP) provides employees an opportunity to be rewarded for successful innovative and creative ideas for improving the City of Madison in the areas of Increased Revenue, Reduced Costs, Increased Efficiency, Process Improvement and Increased Service to Citizens of Madison.
- Propose practical improvements or suggestions.
- Use the front of this form and submit to the Human Resources Department Office (or email to Kelly Rolin, Human Resources Administrative Assistant to the Director).
- Share as specifically as possible what the improvement is and how it can be made.
- The City of Madison shall have the right to make full use of any suggestions submitted.
- Implementation and Awards will be decided exclusively by the Department Head Efficiency Team and Mayor.
- Suggestion cannot be within the employee's authority or scope of responsibility to implement.
- Suggestions cannot be used to address personal grievances or complaints.
- Suggestions are not to be used to address policies or procedures not being followed or applied properly. (Use policy guidelines to address these.)
- Please address any questions to the Human Resources Department.