

**My suggestion for improvement (be specific, include how and what should be done).**



# **EMPLOYEE SUGGESTION PROGRAM**



**If money will be saved or generated, provide an estimate of savings or revenue.**

*(If more space is required, attach separate sheets with your name.)*

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## WHAT IS AN EMPLOYEE SUGGESTION PROGRAM?

The Employee Suggestion Program is an opportunity for CESA 10 employees to be recognized for innovative and creative ideas.

## WHAT IS A SUGGESTION?

A suggestion is a constructive idea that defines an existing practice and proposes a detailed, reasonable solution or a suggestion may be a new idea related to improvement. Suggestions are not eligible if they are: 1) within an employee's authority or responsibility to implement, 2) concern matters already under consideration, or 3) concern personal complaints.

## HOW DO I SUBMIT A SUGGESTION?

Complete this form and put it in the Employee Suggestion Box or forward it to Human Resources. Attach additional pages as necessary.

## WHO WILL REVIEW MY SUGGESTION?

A Review Team will review each suggestion and reply within 30 days.

## EMPLOYEE SUGGESTION FORM

Name \_\_\_\_\_ Department \_\_\_\_\_

May we disclose your name? \_\_\_\_\_ Date \_\_\_\_\_

### My suggestion will impact:

<input type="checkbox"/>	Services	<input type="checkbox"/>	Improve Efficiency	<input type="checkbox"/>	Generate Revenue	<input type="checkbox"/>	Customer Service
<input type="checkbox"/>	Working Conditions	<input type="checkbox"/>	Improve Morale	<input type="checkbox"/>	Cost Saving		
<input type="checkbox"/>	Other						

### Briefly describe the existing practice, if any.

