

Spartanburg County's "Bright Ideas" Suggestion Form

Spartanburg County needs **YOUR** help! Are there things you do in your job every day that could be made more efficient or less expensive by making a simple (or even not-so-simple) change? Take a moment to think about it. If you were the boss, how would you make your department more efficient?

The Spartanburg County "Bright Ideas" Program is a way that all County employees can aid in making the County's financial status as strong as it can and should be; and be recognized and compensated for doing so! We have always appreciated your suggestions. Now, there is extra incentive.

If your idea is selected for implementation, you will be recognized throughout the organization as a true team player and could receive between \$50 and \$2,000!

GENERAL GUIDELINES:

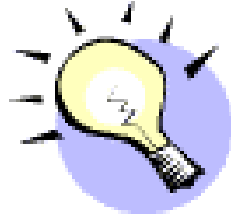
- 1) All County Employees (full and part-time) are eligible.
- 2) Eligible suggestions may address:
 - Increased efficiency;
 - Enhanced customer service;
 - Savings of time, labor, space, materials or supplies;
 - Elimination of unnecessary procedures, records or forms;
 - Improvements in safety or working conditions.
- 3) A suggestion is **not** eligible if it:
 - Relates to job classification and/or pay;
 - Involves errors that would be corrected routinely;
 - Is a proposal to have a "survey" or "study" or "review" with a course of action to be taken in accordance with the findings;
 - Has an implementation cost that obviously exceeds the potential benefits;
 - Is a personal complaint or grievance.

INSTRUCTIONS:

- 1) Use one form per suggestion. (But, submit as many forms as you can!)
- 2) Type or print legibly in blue or black ink.
- 3) Complete all research before submitting your idea. Attach additional pages, charts, drawings, etc., as needed.
- 4) Complete each section, sign and date form. (Anonymous suggestions will be considered for implementation, but not for awards).
- 5) Submit suggestion to:

Sabrina Dickens
Chairman, Bright Ideas Review Panel
Room 1100, County Administration Building, 366 North Church St. or
P. O. Box 5666, Spartanburg, SC 29304
Fax 864-596-3445

- 6) Questions may also be directed to: sdickens@spartanburgcounty.org, or Telephone number 864-596-3636.



FOR OFFICE USE ONLY: Suggestion #: _____ Subject: _____
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All employees are encouraged to submit suggestions.

Cash and honorary awards are granted to employees whose suggestions are implemented.

Name of Suggestor: _____
 Position Title: _____ Work Phone: _____
 Department/Division: _____

Check here if you do not wish for your name to be mentioned in connection with the evaluation and committee review of your suggestion: _____

1) What department(s) will most likely to be affected by implementation of this idea?

2) In simplest terms, describe your suggestion and the problem it addresses. Be as specific as possible. Attach additional pages, drawings, charts, etc. as needed.

Please answer the next two questions to the best of your ability, being as specific as possible.

3) Are there any costs associated with implementing the idea? If so, what are they? Please list them out, with dollar estimates. Attach a separate sheet of paper, if necessary.

4) What are the estimated savings (or additional revenue) that will be gained by implementation of this idea? Please list them out, with dollar estimates. Include any assumptions you are using; as well as information on the way things are currently done. Attach a separate sheet of paper, if necessary.

Signature

Date

THANK YOU FOR YOUR INPUT! WE LOOK FORWARD TO HEARING FROM YOU!