# Tips for Submitting Your Employee Suggestion Program Application

To be eligible for evaluation by your agency, your application **must** contain the following:

1. The research you performed to determine the practicality of the suggestion
2. A brief and specific description of the present problem;
3. A brief and specific description of your solution and how it can be accomplished;
4. A detailed calculation of the expected savings that will result from applying the suggestion. If savings are not expected, tell how the suggestion will improve services or provide benefits to the state or workplace;
5. Suggestions must include the suggester's signature and contact information.

## What types of suggestions are eligible?

These include, but are not limited to:
- Saving time or money
- Generating income
- Elimination of waste or duplication
- Improved services or products
- Energy conservation
- Improved workplace environment

## What types of suggestions are ineligible?

**If any of these conditions apply, your suggestion is not eligible for the program, but may be eligible for a recognition award by your agency.**

These include, but are not limited to:
- Personal complaints
- Suggestions that fall within the suggester's job responsibility
- Changing salary, position, classification, employee benefits, state holidays, leave benefits, retirement compensation, or any other compensation to an employee
- Common sense ideas
- Outside the control of state government

Get more information on the Employee Suggestion Program Guidelines.