

**Greene County Legislature
411 Main Street
Catskill, NY 12414**

**Greene County Suggestion Program
Suggestion Form**

Greene County welcomes, encourages and rewards exceptional, useful and meritorious suggestions from County employees which increase the efficiency, economy and/or the effectiveness of Greene County Government.

Eligible ideas include, but are not limited to such items as:

1. Directly contribute to economy or efficiency
2. Directly increase effectiveness in the performance of a function of County Government.
3. Improve office procedures, forms or methods.
4. Save time and materials.
5. Propose new ways to reduce costs, eliminate delays or improve service.

The authors of all suggestions whose use in approved and put into effect will receive recognition by the Greene County Legislature and a token of their appreciation. After verification of the usefulness, economy or effectiveness of the idea, an incentive of some monetary value will be issued to the author.

Please fill out the information below and place the essential points of your suggestion on the attached page. This form is to be placed in an envelope and dropped into the suggestion box found in the Sheriff Deputy office on the first floor at the Greene County Office Building, 411 Main Street, Catskill, NY. The second part of this form will be detached by Ling Baskiewicz and both pages numbered so as to allow the Suggestion Review Committee to evaluate your suggestion without bias. All suggestions will be acknowledged, and authors will be informed in writing as to whether their suggestion was accepted or denied by the Review Committee.

Thank you for taking the time to offer a suggestion which may improve the financial well-being or the effectiveness of Greene County. The Suggestion Review Committee has a 30 day period to evaluate a suggestion. Suggestions which are not adopted remain active for an equity period of one year following notice of disapproval.

Name _____ email Address _____

Department _____ Phone _____

Title and Grade _____ Address _____

Signature _____

(I understand that if my suggestion is implemented, and an award given, the suggestion and my name become public information. To maintain anonymity, I also understand I will not discuss my suggestion with any Greene County Legislator.)

Date Received _____ Suggestion Number _____

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I SUGGEST...

(Describe or outline your idea.)

My Suggestion is addressing...

(Please describe the current condition or procedure that your suggestion will address or correct. You may attach photos or diagrams.)

This is how I would implement my suggestion...

(what steps would need to be taken and where would your suggestion work best for maximum effect? You may attach photos or diagrams or extra pages.)

The improvement(s) realized will be...

(what would the financial savings be or how would efficiency be improved?)