



Hendo-vation Suggestion Form

EMPLOYEE SUGGESTION PROGRAM

Hendo-vation is a program designed to encourage and recognize employees who propose procedures or ideas that, if adopted, improve our work efforts as a City. Participants must complete the Hendo-vation Suggestion Form to be submitted on-line or manually and sent to the Human Resources department by **October 31, 2018**. The employee will be notified that their suggestion has been received and the time line for future review meetings. The Service Excellence Design Team will meet the second Wednesday in November to review submissions. The employee(s) making the suggestion are encouraged to attend to answer questions and give feedback. Suggestions endorsed by the Design Team will then go to the Hendo-vation Selection Committee for a final decision on implementation.

Name of Suggester(s) _____

Phone Number _____

Email _____

- I believe this suggestion will: (check all that apply)
- Save time, labor, materials or supplies
- Improve methods, procedures or equipment resulting in increased output and/or efficiency
- Eliminate unnecessary procedures, records and forms
- Improve revenue (think in terms of a 5-year payback)
- Improve safety/health
- Improve service to the public
- Other

The HR Coordinator will serve as a resource for employees looking to gather data, improve their application or answer general questions.

Details of cost/benefits _____

All suggestions shall become the property of the City of Hendersonville and shall not form the basis of a future claim upon the City of Hendersonville by the suggester/employee, his/her heirs, successors or assigns, including suggestions which are subsequently patented.

Suggestions will be scored based on importance, urgency, impact and number of departments, employees, or citizens affected and the cost of implementing the improvement. Implementation of your suggestion may result in a cash payout or other suitable award.

Suggester's Signature

Date