

**WAC 383-06-090 Suggestion format—Statewide employee suggestion program.** (1) Suggestions shall be submitted via hard copy, fax or on-line:

(a) In a legible manner on the application forms to be provided by the agency or the productivity board office.

(b) To the productivity board at the address/ mailing information indicated on the form: P.O. Box 40244, Mailstop: 40244, Olympia, WA 98504-0244.

(2) Submitted suggestions shall contain:

(a) A specific and concise narrative describing the solution and how it can be accomplished;

(b) A brief and concise narrative describing the present methods, practices or problem;

(c) A cost-benefit-analysis of the anticipated savings that will result from implementing the suggestion, and the method used to determine the calculated savings. If savings are not anticipated then a statement of the improved services or benefits which will accrue from adoption of the suggestion must be included.

(3) Suggesters shall research the suggested proposal to determine whether the proposal is practical.

(4) Suggestions must also include the suggester's signature or email address, title of position, department and division, and mailing address. Social Security numbers are optional at the time of submittal, but are needed upon adoption for payment purposes.

[Statutory Authority: Chapter 41.60 RCW. WSR 99-24-093, § 383-06-090, filed 11/30/99, effective 1/1/00; WSR 86-04-039 (Order 85-1), § 383-06-090, filed 1/30/86; WSR 83-15-063 (Order 831), § 383-06-090, filed 7/20/83.]