

IDEAS FOR IMPROVEMENT FORM

Please check the appropriate suggestion level:

- City Sense Idea:** Suggestion will result in significant cost savings or an increase in revenue.
- Growing Idea:** Suggestion for which dollar savings are not expected but will result in significant improvements in City operations (i.e. improved customer service, increased effectiveness or efficiencies, a safer work environment or higher employee morale)

Name:	Date:	FOR CUPE LOCAL 500 USE ONLY
Home Phone: Cell#:	Work Phone:	Date Received:
Department: Email address:	Division:	Suggestion #:

1. Have you ever submitted this idea for improvement to the City? (Circle one) YES NO

If "yes", date of submission:

2. Is this a group suggestion? (Circle one) YES NO

If "yes", please provide the names of all members of the group.

3. Please state the problem or describe the present situation, condition or method of procedure you're your suggestion addresses.

4. Describe your proposed solution. Be specific and include the proposed change and how you think it can be implemented. (attach separate page if required)

5. Estimate the amount of savings or increases in revenue that will result if your idea was implemented by the City. (**CITY \$ENSE SUGGESTIONS ONLY**)

6. Identify any significant improvements to operations (i.e. improved customer service, increased effectiveness or efficiencies, a safer work environment, better public relations or higher employee morale) that will result if your suggestion was implemented. (**GROWING IDEAS SUGGESTIONS ONLY**)

7. Identify any costs associated with implementing your suggestion.

8. Identify the effect or outcome your suggestion will have on the operations of your department and its employees.

9. Identify to the best of your knowledge, any other areas within the City that may benefit from the implementation of your suggestion.

10. Please feel free to provide any additional comments you may have regarding your suggestion. (Use attachments if necessary).

PLEASE READ AND SIGN

I acknowledge that my participation in the CUPE Local 500 Ideas for Improvement Program is on a voluntary basis and any suggestions or ideas I put forward are subject to review by the union.

ORIGINAL MUST BE SUBMITTED TO CUPE LOCAL 500. PLEASE RETAIN A COPY FOR YOUR RECORDS

Employee or Group Representative Signature _____

Date _____



IDEAS FOR IMPROVEMENT GUIDELINES

What is the Purpose of the Program?

- To encourage CUPE Local 500 members working at the City to suggest specific ideas that will help reduce costs while improving services. You can do this through:
 - **City \$ense Ideas:** Suggestions which will result in significant costs savings or an increase in revenue;
 - **Growing Idea:** Suggestion for which dollar savings are not anticipated but will result in significant improvements (improved customer service, increased effectiveness or efficiencies, safer work environment or contributes to higher morale).

What do I get out of it?

- By submitting ideas for improvements, you can make a huge difference in what the City plans to do about our public services and therefore our jobs. Your suggestion may help to stop the contracting out or privatization of a public service and ultimately save jobs.

Who can I contact about the Ideas for Improvement Program?

- Your CUPE Local 500 office at 942-1001
- Unit Presidents
- Workplace Advocates
- www.cupe500.mb.ca (website)

What happens to my suggestion once I submit it?

- All suggestions will be reviewed by a committee to determine suitability for implementation;
- Suggestions deemed suitable for implementation will be forwarded to the President of Local 500;
- Some suggestions may require further study;
- All eligible suggestions will be responded to within 20 working days of submission.

What are the requirements for my suggestion to be eligible and considered?

Suggestions are eligible for consideration if they:

- ✓ Propose practical improvements to some part of the operation that you work in;
- ✓ Describe specifically what the improvement is and how it can be made;
- ✓ Are submitted by:
 - An individual employee or a group of employees who are members in good standing with CUPE Local 500.

What suggestions are NOT eligible to be submitted?

- Workplace concerns, grievances or complaints.