



Cost-Savings Idea Nomination Form

TO: HUMAN RESOURCES DEPARTMENT

Employee(s) Being Nominated for Award: _____
NOTE: Temporary, Contract, and Probationary employees are not eligible (Please print first and last name)

Employee Nominating the Above Person for the Award: _____

Department Director Approval: _____ Department: _____ Date: _____

COST-SAVINGS IDEA AWARD CRITERIA

The Cost Savings Award recognizes an individual or team that has developed significant ideas and transferable innovations that use new or improved approaches resulting in measurable savings validated by the Department Director. One award is given each year.

Nominations must be accompanied by a written description detailing at least two of the below criteria. Award decisions are based solely on this description, so please provide plenty of detail.

- **Initiative**

Developed trend-setting initiative(s) or transformations that improved efficiency in operations or services or resulted in savings or benefits (internal or external) in areas such as, but not limited to, environment, technology, resources management, finances, learning, program design, or delivery and policy.

- **Creativity**

Created an original idea or uniquely adapted an existing program, process or concept, which resulted in a quantifiable long-term benefit to the City of Vernon.

- **Innovation**

Developed and implemented an innovative idea that resulted in a measurable savings validated by the Department Head.

- **Significance**

Implemented a significant organizational change or practice that increased productivity and has the potential to be replicated or adapted in other City departments.

- **Additional Information**

November 5th is the deadline for all nominations, and forms must be received by the Human Resources Department by this date.

Official Use Only Below

The above mentioned candidate(s) has been: ____ selected _____ non-selected

Human Resources Approval _____ Date: _____

City Administrator Approval _____ Date: _____