

Memorandum



TO: All Members
FROM: Don King, President
RE: Suggestions/Recommendations

A suggestion is an idea that will benefit the Association by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making the Association a better or safer place to work. Statement of problems without accompanying solutions, or recommendations are not appropriate suggestions as we do not know what changes you would like to see implemented. If you have questions, please contact the LVCEA office at 649-6606.

Employee Name: _____ Position: _____

Dept.: _____ Div: _____ Date: _____

Phone#: _____ Email: _____

Description of problem or condition to be improved:

Explanation of the proposed solution or improvement:

Reasons why it should be implemented:

Employee's Signature: _____

Thank you for taking time to improve the Las Vegas City Employees' Association.