



Department of  
Civil Service

Albany, NY 12239

EMPLOYEE SUGGESTION PROGRAM  
Suggestion Form

ESP-607 (4/2015)

Part 1 of 2 (SUBMIT BOTH PARTS)

**For Civil Service Use:** Suggestion Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

The New York State Employee Suggestion Program welcomes and rewards innovative and meritorious suggestions from New York State employees and retirees to significantly increase economy and/or efficiency in State government.

**NOTE: If you have computer access, you must submit your suggestion online at [www.cs.ny.gov/esp](http://www.cs.ny.gov/esp)**

Guidelines:(Below are guidelines for the program. Your suggestion will be evaluated for eligibility based on, but not limited to, the criteria explained below).

- You must be a current State employee or retiree
- Your suggestion must be original
- Your suggestion must result in significant cost savings and/or promote a major efficiency or dramatically increase the effectiveness of State government
- Your suggestion should not rely on changes to collective bargaining
- Your suggestion should not impose new taxes or fees
- Your suggestion should not simply address normal health and safety practices
- Your suggestion will not be accepted if implemented more than one year ago by your agency or another agency
- Your suggestion should not propose making minor changes to databases; i.e., adding or deleting fields or creating or changing a data report
- Your suggestion should not require direct deposit of payroll checks or travel reimbursement checks
- Your suggestion should not be an application or expansion of an existing initiative, i.e. elimination of a paper document that can be posted on-line or some expansion of translation services
- Your suggestion should not propose the creation of a brochure or informational flyer

Should your idea be approved and implemented, you will receive a Certificate of Merit signed by the members of the Civil Service Commission. Should your suggestion be eligible, you may also receive a monetary award.



**Department of  
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I Suggest

My suggestion is addressing

(Please describe the current condition or procedure that your suggestion will address or correct).

This is how I would implement my suggestion

The improvement(s) realized will be

Name:

E-Mail

Department:

Phone:

Title and Grade:

Address:

Signature:



**Department of  
Civil Service**

Personal Privacy Protection Law Notification

The information you provide on this form is being requested for the principal purpose of analyzing and reviewing your suggestion. The information will be used in accordance with Section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e) and (f). Failure to provide the information requested may interfere with our ability to analyze and review your suggestion. This information will be maintained by the Employee Suggestion Program, State of New York Department of Civil Service, If you have a question regarding this form or the Personal Privacy Protection Law, please contact call (518) 457-9375. It is the policy of the NYS Department of Civil Service to provide qualified persons with disabilities, reasonable accommodations necessary to participate in its programs. If you need an accommodation to complete this form, please call (518) 457-9375.

**This completed form should be emailed to: [suggest@cs.ny.gov](mailto:suggest@cs.ny.gov)**

**Suggestions can be mailed to:** New York State Department of Civil Service  
Public Information Office  
Albany, NY 12239

If you have computer access, you must submit your suggestion online by visiting our web-site at [www.cs.ny.gov/esp](http://www.cs.ny.gov/esp)