



City of Chattanooga - Office of Performance Review

chattanoogaSAVES

CE\$P, City Employee Savings Program

"Improve the city's bottom line and improve your bottom line"

Employee Name: _____
Work phone number: _____
Email address: _____

Position Title: _____
City department: _____

Revenue suggestion Yes _____ No _____

Cost savings suggestion Yes _____ No _____

Other suggestion-not necessarily cost saving Yes _____ No _____

You may attach your suggestion on a separate sheet of paper(s), or you may write your suggestion in the section below. Eligible suggestions include but are not limited to those that generate revenues, reduce costs, increase productivity, improve services or improve employee morale. Ideas must be precise. Vague suggestions such as "cut down on overtime" will not be considered. Separate sheets of paper must be attached to this form when submitted to the Office of Performance Review.

CURRENT PROCESS: _____

PROPOSED CHANGE: _____

ESTIMATED ANNUAL REVENUE OR SAVINGS: _____

Employee Signature: _____ Date: _____

Submit the CE\$P form and all accompanying documents to:
Office of Performance Review,
Suite 102, City Hall

OPR Use Only:
Date Received _____
Number Assigned _____
