



<p><b>What is CSI?</b></p>	<p><i>The City of Eustis Employee Cost Savings Initiative (CSI) provides employees with an opportunity to become actively involved in the City's efforts to reduce costs, improve service and increase efficiency by submitting ideas that can be rewarded with cash incentives generated by the program.</i></p>
<p><b>Who can participate?</b></p>	<p><i>All City of Eustis employees below the Division Director level are eligible to participate including part time, temporary and trial employees.</i></p>
<p><b>What are the awards?</b></p>	<p><i>The awards can range from a certificate of appreciation, up to a cash bonus of 15% of the savings or revenue gains, to a maximum of \$1,500. Cash bonuses are paid no later than 60 days after one year of implementation and evaluation of savings. Eligible ideas are also entered into a quarterly drawing for \$50 gift cards to local businesses and restaurants.</i></p>
<p><b>Whom may I contact for questions on the CSI Program?</b></p>	<p><i>You may contact the Human Resources Director, who serves as Program Coordinator at 352-483-5472. Information is also available on the City's website and the CSI Program guidelines.</i></p>

**Eligibility Requirements**

Ideas may include, but are not limited to:

- Savings of time, material, labor, money or energy
- Eliminating unneeded operations or duplications
- Improved methods, procedures, service, safety, or work flow
- Increased productivity or efficiency
- Solutions to problems
- Reduced errors or waste
- Increased revenue

Ideas are ineligible if they:

- Do not produce a significant "before and after" effect
- Represent part of an employee's normal duties or employee has authority to implement
- Have been under actual and serious consideration by the City or implemented
- Are criticisms of other employees or their work performance
- Call attention to a problem but offer no practical solution or positive constructive way to make improvement
- Correct a condition that exists only because an established procedure is not followed
- Pertain to salaries, the city's pay plan, job classifications or other terms of employment
- Impose new or additional taxes or fees for revenue purposes
- Are personal grievances or complaints
- Result in savings that would have occurred anyway, through no effort by the City

## Employee CSI (Cost Savings Initiative) Submittal Form

*(Note: The completeness of the information submitted is very important and is used in the evaluation of your idea. Please include as much information as possible to make a determination, including photographs, charts, diagrams, etc. if necessary.)*

Name:	Date:
Job Title:	Department:
1.) Describe the present situation, condition, method, or procedure to be improved. Please be specific. (Attach additional pages, if necessary)	

2.) What is your idea? Be specific—describe the improvement and tell how it can be made.

3.) How will your idea improve the present situation or benefit the city? (Attach additional pages if needed)

4.) If money will be saved or generated, provide estimates of savings or revenues.

I hereby acknowledge that my submittal of this idea confers on the City of Eustis the unrestricted right to the use and benefit of the idea. The acceptance of an award, should one be made, including the recognition thereof, constitutes a waiver of any and all claims against the City as a consequence of the adoption and implementation of my idea.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_