

Office Use Only:

**Pacesetter Program
Employee Suggestion Form**

Employee Name:

Position:

Office Location:

Phone Number:

All Spectrum employees are eligible to participate with the exception of Senior Leadership.

1. My idea is intended to:
(Check all that apply)

Improve Services

Save Money

Generate Revenue

Increase Efficiency

2. Describe in detail your idea for improving services, saving money, generating revenue and/or increasing efficiency:

3. Describe resources needed to implement your idea (e.g., staff, money, space, equipment, materials, etc.).

4. Provide any additional information here:

5. Please consider my idea for the following award category:

Platinum (\$500) - exceptional idea, substantial benefits expected and/or widespread replication possible

Gold (\$250) - innovative idea expected to produce significant, long-term benefits

Silver (\$100) - creative idea for larger-scale improvement

Bronze (\$50) - practical idea for small-scale improvement

The Review Committee reserves the right to consider ideas for any of these categories as appropriate.

The Pacesetter Program is administered by a six-person cross-functional committee. The Review Committee will assess each suggestion and determine whether it is desirable and feasible. Additional information or consultation with staff may sometimes be required to make a determination. The Committee's recommendations will be reviewed by Senior Leadership for final approval.

Review Committee

Cindy Buraczynski, Chair

Romas Buivydas

Lois Gannon

Bernie Sigh

Dennis Theriault

Deborah Winstead

Submission Instructions

DUE APRIL 30, 2012

Please Save Form Prior to Emailing or Printing

Email: Pacesetter.Program@spectrumsys.org

Fax: (508) 831-0074

Mail: 10 Mechanic Street, Suite 302

Worcester, MA 01608

****Email is preferred**