



in•no•va•tion
/ inə'vāSH(ə)n /

1 : a new idea, method, or device

2 : the introduction of something new

2023

Innovation AWARDS



Promoting innovation,
adaptability, and
committing to
continuous
improvement.

overview

This program promotes and supports a culture of innovation and is intended to recognize the implementation and accomplishments of new approaches, effective solutions, and/or creative and innovative changes made by the employees of Larimer County.

The program is offered annually and employees/supervisors are encouraged to nominate others or apply for the program. The award(s) will be presented to the recipient(s) by the County Commissioners, followed by a press release to recognize the innovative accomplishments. In addition to the public recognition, the employee(s) or team(s) will receive an award of up to \$5,000 paid in the form of Nectar points and/or 457(b) contribution.

The information in this booklet summarizes the activities and benefits of the Innovation Awards Program. The program is entirely voluntary and no employee will be recommended to participate in this program without consent.

If you have questions regarding the Innovation Awards Program, please contact:

- Valerie Douglas, Administrative Specialist II, vdouglas@larimer.org, (970) 498-5992
- Nick Cole, Accounting Manager, ncole@larimer.org, (970) 498-5974

Program Basics

WHAT IT IS:

The Larimer County Innovation Awards Program is a deliberately broad program that allows for flexibility in honoring creative methods, ideas, processes, and programs that have been implemented and are beneficial to Larimer County. Innovation is about accomplishing a specific purpose in a new or different way.

It is anticipated that competitive applications for the Larimer County Innovation Awards Program will generally fall into one or more of the following categories:

- Innovative change that resulted in a distinct and quantifiable benefit
- Compelling story of need or purpose addressed through innovation
- Significant improvement due to a new process or program
- Continuous improvement of an existing process or program

HOW TO APPLY:

- Any employee interested in applying or nominating others will need to complete the Innovation Awards Program [online application](#).
- Applications must be submitted to Human Resources by the application deadline: **Friday, February 10, 2023 @ 5:00 pm.**
- **Application Tip:** Have someone not familiar with the innovation review the application for clarity and purpose prior to submitting.

REVIEW AND SELECTION PROCESS:

Applications will be reviewed by Department Heads first, and then by the Strategic Leadership Committee based on the following criteria:

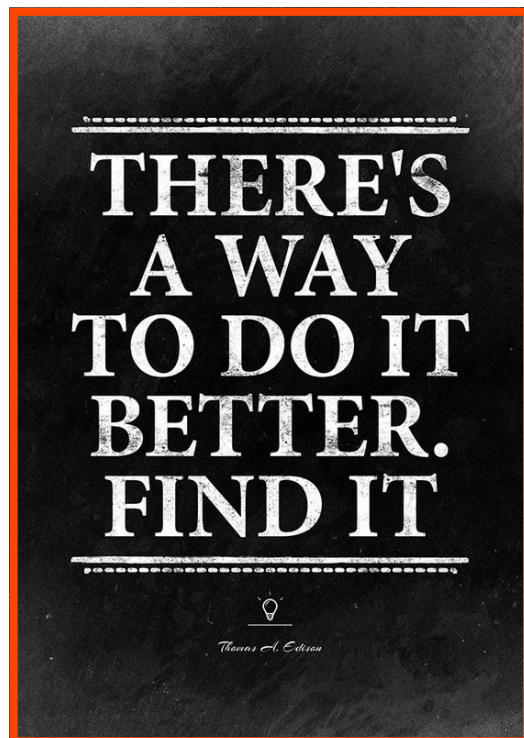
- Connection to Larimer County's Guiding Principles.
- Novelty, originality, or uniqueness. Does the innovation represent a fundamental change in direction, policy, program or approach?
- Results, significance, or relevance. The level to which the innovation addresses a need or problem and is beneficial to Larimer County.

The nominees associated with the top applications will then be asked to provide a short presentation outlining their innovation to the Guiding Principles Champions. Following the presentations, the winner(s) of the Innovation Awards will be selected by the Guiding Principles Champions.

The winner(s) will be recognized by the Board of County Commissioners during a Work Session. Professional videos of the winning innovation(s) will be shown during the Work Session.

Reward & Payment Options

If the winning innovation is a team, the award will be divided equally. Winners must be employed at the time of payout or they will



forfeit their award.

The awards given to eligible employees can be provided as Nectar points, a 457(b) contribution, or combination thereof. Each employee may elect how to receive the payment. The payment will be distributed after the Innovation Award Program Work Session presentation.

NECTAR POINTS: Employees who elect to receive the award in Nectar points will have required taxes and other required deductions withheld from their pay once points are redeemed in Nectar.

457(b) CONTRIBUTIONS: Employees may elect to receive the award payment (or a portion thereof) deposited into the County provided 457(b) deferred compensation plan up to the IRS established contribution limits. For more information see the Benefits section of the HR website.

Eligibility Criteria

ELIGIBLE EMPLOYEES: All full or part-time regular, limited term, and temporary employees who are in good performance standing. To receive the award, winners must be currently employed by the County during the pay period when the award is given.

INELIGIBLE EMPLOYEES: Elected Officials, Chief Deputies, Department Heads, and Service Category Directors.

Notifications & Acceptance

Once the winner(s) have been determined, all employees or teams who have applied will be notified. Employees who have won, along with their department or office leadership, will present to the County Commissioners at a work session on July 17, 2023 at 3:00 pm. A short video of the winning innovation(s) will be presented during the Work Session. After the videos, winners will receive trophies and there will be photos with the Commissioners for the press release.

Timeline

1/16-2/10 Application period for all interested employees.

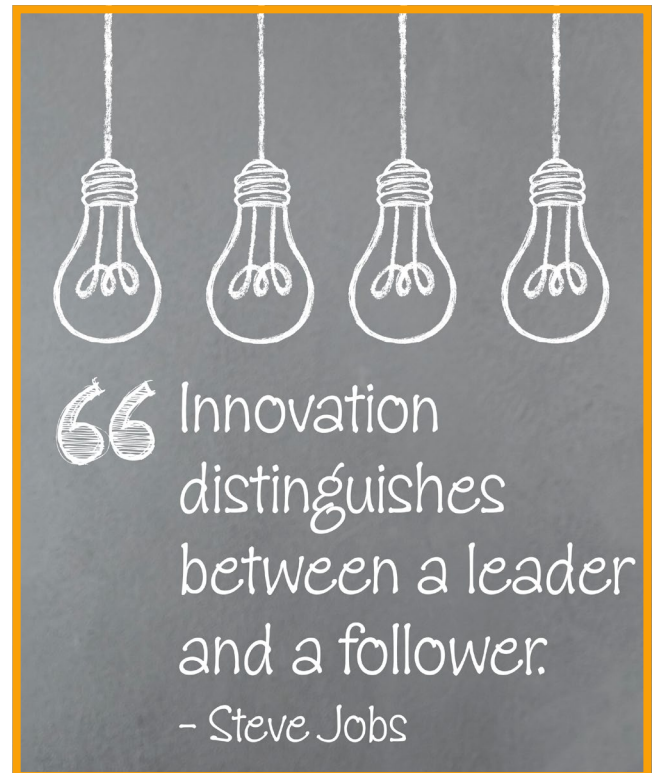
2/27-3/10 Application review period for Department Heads, with top applications sent to Strategic Leadership Committee for review.

4/3 Applications are reviewed by Strategic Leadership Committee. Finalists are notified, requesting a short presentation (10 minutes) of the innovation to the Guiding Principles Champions on April 19, 2023.

4/19 Finalists presentations for Guiding Principles Champions at 10:00am.

4/26 Innovation Awards Program winner(s) and honorable mentions are notified.

7/17 Innovation Awards Program winner(s) attend the County Commissioners Work Session to premiere their winning innovation video 3:00-5:00pm.



County Commissioners Work Session & Celebration

Please invite and encourage coworkers, friends, and family to attend the celebration. Everyone is welcome.

We will be following appropriate COVID-19 gathering restrictions that may be in place at the time of the work session.