

WELCOME TO LARIMER COUNTY

A Quick Reference Guide
for New Employees

TALK TO US

We know you might have concerns, questions, and ideas and we want to hear about them. Use these anonymous sources.

What's Up With That?
Ask HR
Employee Voice Surveys

Questions and concerns submitted through What's Up with That? and Ask HR are addressed in Inside Information.

employee COMMUNICATION

County Wide Communications

- County Wide Emails
Emails sent to all employees; approx 1-2x/week
- Inside Information
Employee newsletter; sent 1st and 3rd Friday each month
- Bulletin Board
County news, announcements, & employee recognition
- Project Pages
Web pages dedicated to ongoing projects/campaigns

External Communication: Michelle Bird, mbird@larimer.org | Internal Communication: Jennifer Glover, jglover@larimer.org

TERMS & THINGS TO KNOW

UKG: Our payroll system, managed by the Payroll team in HR.

FRAN: Our financial system, managed by the Finance department.

Guiding Principles: Set of tenets that guide Larimer County as both an employer, and as we provide services to county citizens.

Bulletin Board: Our intranet where employees can find everything they need from meeting rooms to the phone directory to important links.

LC Learning Center (Absorb): Tool to access our catalog of training for the County, including free access to LinkedIn Learning

JIRA/JSM: Our service/support ticket software, managed by IT/Facilities.

Facilities Issues & Concerns: Are you having issues with work space, lights, bathrooms, break rooms, elevators, or have other building related concerns? Submit a ticket via the JSM portal on the Bulletin Board.

Technology Issues & Concerns: Are you having issues with computer logins, passwords, phones, voicemail, software, or have other technology related concerns? Contact Support Central at x5000 or submit a JSM ticket.

Sheriff employees should email their support needs to sheriff-computer-services@co.larimer.co.us.

HOW CAN WE HELP?



employee RECOGNITION

Employee of the Month

Awarded once a month, nominated by anyone, chosen by the Employee of the Month (EOM) Committee.

Stepping Up Award

Awarded once a month to 5 winners, nominated by anyone, chosen by Guiding Principles team.

Nectar Program

Give away and receive points for outstanding work. Turn those points into rewards.

Opt-In Communications

- Larimer County Connection
Subscribe to citizen newsletter with County happenings.
- Sustainability Newsletter
Subscribe to newsletter about best practices for sustainability.
- Text Alerts
Subscribe to text alerts for building & holiday notifications.
- Social Media
Larimer County is on Facebook, Twitter, LinkedIn, & Instagram