



2018 INNOVATION AWARDS PROGRAM

Promoting a Culture of Innovation & Continuous Improvement



INFORMATION • INSTRUCTIONS • APPLICATION

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 a monetary award of up to \$5,000.

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:
Jennifer Zwiefka, Human Resources Generalist, jzwiefka@larimer.org, (970) 498-5978
Nicole Berg, Senior Human Resources Generalist, nberg@larimer.org, (970) 498-5973.

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 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 application, located on pages 4-5 of this booklet or by filling out the [application online](#).

Application packets must be submitted to Human Resources by the application deadline, Friday, February 9, 2018 @ 5:00pm.

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 and 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 Committee. Following the presentations, the winner(s) of the Innovation Awards will be selected by the Guiding Principles Committee.

The winner(s) will also be asked to provide a short (10 minute) presentation to the Board of County Commissioners during a Work Session.



AWARD & PAYMENT OPTIONS

The winning recipient(s) will receive a cash award of up to \$5,000 and a trophy. If a winner is a team, as identified in the application, the cash award will be divided among members.

The monetary awards given to eligible employees can be provided as a cash payment, 457 contribution, or combination thereof. Each employee may elect how to receive the payment. The payment will be distributed after the Innovation Award Program Reception.

CASH PAYMENT:

Employees may elect to receive the award as a bonus line item on their paycheck. Applicable required taxes and other required deductions will be withheld from any cash payment.

457 CONTRIBUTIONS:

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

ELIGIBILITY CRITERIA

ELIGIBLE EMPLOYEES:

All full or part-time regular, limited term, and temporary employees and volunteers who are in good performance standing. To receive the award, winners must be currently employed at the time of the reception.

INELIGIBLE EMPLOYEES:

Elected Officials, Chief Deputies, Division Heads, and Department Heads.



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 Appointing Authority, will present to the County Commissioners at a work session on May 16, 2018 @ 1:30pm.

A press release will be completed that highlights the winning innovation(s). Winners and all applicants are asked to attend the Innovation Awards Program Reception on May 22, 2018 @ 2:30pm. A short video of the winning innovation will be made and shown at the reception.

TIMELINE

- 1/8-2/9/2018 Application period for all interested employees.
- 2/21-2/28/2018 Application review period for Department Heads.
- 3/5/2018 Applications are reviewed by Strategic Leadership Committee. Finalists are notified, requesting a short presentation (5-10 minutes) of the innovation to the Guiding Principles Committee on March 12, 2018.
- 3/12/2018 Finalist Presentations for Guiding Principles Committee @ 8:30am.
- 3/23/2018 Innovation Awards Program Winner(s) and honorable mentions are notified.
- 5/16/2018 Innovation Awards Program Winner(s) present at Work Session with the Board of County Commissioners at 1:30pm.
- 5/22/2018 Innovation Awards Program Reception @ 2:30pm in the Hearing Room.



INNOVATION
DISTINGUISHES BETWEEN
A LEADER
AND A FOLLOWER.

- Steve Jobs

INNOVATION AWARDS PROGRAM APPLICATION

You can access the online application by [clicking here](#).

INNOVATION TITLE: _____

BRIEF DESCRIPTION (1-2 SENTENCES):

EMPLOYEE /TEAM MEMBERS INFORMATION

DEPARTMENT/OFFICE: _____

TEAM MEMBERS: _____

CONTACT INFO FOR TEAM LEAD

(name, phone, email): _____

NOMINATOR: _____

NARRATIVE. Graphics, photos, or attachments may be included if relevant.

Please describe:

- 1) The need or problem the innovation addressed
- 2) Conception and development process
- 3) Implementation
- 4) Result and impact (Explain how your innovation made a difference in Larimer County.)

INNOVATION AWARDS PROGRAM APPLICATION

REVIEW CRITERIA:

Include several sentences about how the innovation supports the criteria for each applicable section. Please note, not all criteria will apply to all innovations.

CONNECTION TO LARIMER COUNTY'S GUIDING PRINCIPLES	DESCRIBE HOW THE INNOVATION SUPPORTS OR CONNECTS TO OUR GUIDING PRINCIPLES.
<ul style="list-style-type: none"> • Being a good steward of public resources • Promoting innovation and continuous improvement • Providing quality customer service • Empowering people to take responsibility • Cultivating partnerships • Being a fulfilling and enjoyable place to work 	

INNOVATION AWARDS PROGRAM REVIEW CRITERIA	HOW DOES THE INNOVATION SUPPORT THE CRITERIA?
<p>Novelty, originality, or uniqueness. Does the innovation represent a fundamental change in direction, policy, program, or approach? Is the innovation unique to Larimer County?</p>	
<p>Results, significance, or relevance. The level to which the innovation addresses a need or problem or positively impacts and is beneficial to Larimer County. Include tangible savings such as labor, materials, time, etc. as well as intangible savings such as employee engagement, customer satisfaction, county reputation, etc.</p>	

Paper or electronic application should be submitted to:
 Jennifer Zwiefka, Human Resources Generalist, jzwiefka@larimer.org