

HOW TO SUBMIT A FORM

From the main screen, click on the Submit a Report **1** button.

ClearView Connects™ is a system that lets you share what's on your mind. ClearView Connects™ provides a secure and confidential way for you to ask questions, raise concerns or report unethical behaviour. Your identity will not be revealed to the organization you select unless you include identifying information with your submission.

ClearView will make your submission immediately available to the organization you select. The organization has appointed reviewers who will review your submission.

As part of the submission process, you will be provided with a Report ID and password that will allow you to log in and check the status of your submission. Using your Report ID and password, you will be able to add information to your submission, ask the organization's reviewers questions, and receive updates from them.

Under the Let's Get Started heading, enter **CV905** **2** in the organization name field, then click next.

On the next screen, view a quick message from Larimer County, then read the agreement. Check the agreement box **3**, then click the Continue **4** button.

Agreement

Message From CV905

At Larimer County, we value our employees, recognizing them as vital to our services and dedication to our residents. In an effort to illustrate this commitment, we have implemented a confidential and anonymous feedback system. We hope this new system will empower employees to voice concerns about treatment, conduct, ethics, safety/security, financial matters, breaches, policy violations, as well as an opportunity to voice questions or suggest improvements. Your feedback is crucial to the County's success, and we appreciate you taking the time to share your thoughts and concerns with us.

Your Agreement with ClearView

- **CLEARVIEW CONNECTS IS NOT AN EMERGENCY SERVICE. CONTACT YOUR LOCAL AUTHORITIES IF YOU HAVE AN EMERGENCY.**
- When you submit information through ClearView Connects, ClearView will send it to the organization you selected – that's our entire role.
- You don't need to identify yourself to use ClearView Connects.
- If you do provide identifying information, it will be sent to the organization you selected.

☒ By checking here, I am agreeing to the above.

CONTINUE

Report

Please enter your report in your own words

* Try to be specific about involved people, departments, locations, dates, times, documents, policies, etc.
After 60 minutes of inactivity, this page will expire and you may lose your work.

5

In the most recent newsletter, I saw two people submit questions about the new FMLA policy. I felt that the answers provided failed to address what I interpreted those questions to actually be asking--why is Larimer County's FMLA policy subpar compared to the state's policy?

Colorado's FAMLI act provides a percentage of paid wages up to 12 weeks for covered reasons (similar to FMLA reasons) WITHOUT requiring that person to take any vacation or sick leave. I understand there is a portion that is paid by both the employer and employee in this case. I can only speak for myself, but I would be more than happy to pay that small premium to have this peace of mind knowing if something major were to happen, I'd be covered financially for up to 12 weeks without exhausting every bit of paid time off or having to beg others to give me their time off. I'd also be more than happy to cover for my coworkers in a time of need should they need to take time off for a major event. Why does the county not just opt in to FAMLI especially since the county's offered FMLA policy is not equal to that of the state's?

Attach supporting files

To protect your identity, please ensure that all identifying information, such as metadata (e.g. location), is removed from all files before uploading them.

6

Drag and drop files or click to browse

CONTINUE

← BACK

7

Category

Please select a category

Select the one category that you feel best matches the main issue in your report.

Integrity of Financial Reporting, Accounting and Operational Data

☐ Financial Reporting and Accounting

☐ Manipulation or Falsification of Data

Unethical Conduct and Conflict of Interest

☐ Unethical Conduct

☐ Conflict of Interest

Violation of Laws, Regulations, Policies and Procedures

☐ Violation of Laws, Regulations, Policies and Procedures

Fraud and Theft

☐ Fraud

☐ Theft

Data Security and Privacy

☐ Data Security and Privacy

Harm to People, Environment and Property

☐ Harm to People

☐ Workplace Harassment

☐ Workplace Health and Safety

☐ Harm to the Environment

☐ Harm to Property

What's Up?

☐ What's Up?

Organizational Issues

☐ Compensation and Benefits

☐ Products and Customer Service

☐ Management/Supervisor

Ask HR

☒ Ask HR

Suggestions for Improvement

☐ Suggestions for Improvement

I'm Not Sure

☐ I'm Not Sure

CONTINUE

8

In the Additional Information section, employees have the option to fill in this information or leave it blank before clicking the Continue⁹ button.

The screenshot shows the 'Additional Information' section of a form. At the top, there is a progress bar with 'Category' and 'Additional Information' (the current step). Below the progress bar, the text reads: 'Please answer the following questions' and 'Include as much detail as possible. It's OK to skip a question that is not required.' There are three numbered questions, each with a text input field: 1. 'What is your relationship to the organization?', 2. 'Have you previously reported this to anyone?', and 3. 'Is there any other information you can think of?'. At the bottom left, there are two buttons: 'CONTINUE' and 'BACK'. A red arrow points from the 'CONTINUE' button to a red circle with the number '9'.

If you are interested in following up your submission, copy and paste the highlighted information¹⁰ in a safe place for future reference: Report ID and Password.

The screenshot shows the 'Credentials' section of a form. At the top, there is a progress bar with 'Submit' and 'Credentials' (the current step). Below the progress bar, the text reads: 'Set up login credentials' and 'By setting up your credentials, you will have the ability to communicate with the organization, view messages and check the status of your report.' There is a link 'Your Report ID & Password'. Below this link, there is a yellow highlighted box containing a warning icon (a triangle with an exclamation mark) and the text: 'Write down your Report ID and Password and keep it in a safe place. Your Report ID and password cannot be retrieved in the future. Password can be changed after logging in.' Below this text, there are two fields: 'Your report ID: 10-6022920' and 'Password: 2K5kqwE8XhHZ'. Below the highlighted box, there is a section titled 'Set up email notifications' with a help icon. The text reads: 'If you would like to receive email notifications when your report has been updated, please provide your email address. ClearView will not share your email address with the organization you selected.' There are two text input fields: 'Email address:' and 'Re-enter email address:'. A red arrow points from a red circle with the number '11' to the 'Email address:' field. Below the input fields, there is a 'SAVE' button. At the bottom, there is a blue button that says 'LOG IN TO ACCESS YOUR REPORT'.

If you are interested in receiving email updates, enter your email address¹¹ and hit the Save button.