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A Word From Our Director of Accounting & Human Resources



Human Resources & Accounting Team Update
HR and Accounting have made impactful strides this year to enhance our workplace experience, financial transparency, and benefits.

Work-Life Balance

We all cherish our free time, and R&H has taken steps to reduce the amount of time work interferes with our time off, particularly for our hourly co-workers. With the help of HR and Supervisors, this work-life balance focus reduced overtime by a staggering 82% between July and October compared to the same period last year.

Giving Back HR is working with the different offices to partner with local food banks and Samaritan's Purse for the holidays to give back to our community. And if you haven't heard, we're organizing a Denver Zoo Lights event for employees and their families on December 19th. Q3 Bonuses & Insurance R&H distributed \$264,331 in bonuses in October, bringing the year-to-date bonus total to \$690,184. It's almost time for Open Enrollment. From November 18 - December 2, you can review and change your benefits. In 2025: increased group life insurance increased employer contributions the addition of Norton LifeLock-ID Theft SPOT Pet Insurance Open Enrollment is now simpler through Paylocity's Benefits Enhanced, and upcoming guidelines will highlight the benefits of our in-office culture. Accounting The Accounting team collaborated with an external auditing firm to successfully complete Robinson & Henry's inaugural 401(k) audit for 2023. With the addition of James Tamborrino as Accounting Operations Manager, we're elevating our financial reporting for 2025. Enhancements will include estimated legal service costs, daily reconciliations, comparative reporting, and budgeting insights—all designed to support informed decision-making and drive cost-saving initiatives. These updates reflect our commitment to a supportive and financially sound workplace for all at R&H.

Case Results

With the launch our new website, we're excited to feature the impressive results and successes to feature the successful results you achieve for clients. As part of this initiative, the marketing team will be reaching out periodically to request updates on your recent results.

We would greatly appreciate it if you could take a moment to share any recent successes or favorable outcomes you've experienced. These stories will help highlight your achievements and demonstrate

the impact of our collaboration. Your input is invaluable, and we look forward to featuring your success on our platform. Please keep an eye out for emails from the marketing team with subject lines like "How To Get Case Results on Your Bio Page"—your prompt response will ensure that we can continue to spotlight your accomplishments. Thank you in advance for your contribution, and we appreciate your ongoing partnership.

Celebrating Geanne Moroye



Last night, we had the privilege of celebrating Geanne Moroye’s retirement. As we express our deepest gratitude to Geanne, we also honor a career marked by excellence, integrity, and unwavering dedication. Her remarkable contributions to Robinson & Henry and the legal community at large have left a lasting impact. Please join us in wishing Geanne a retirement filled with joy, relaxation, and fulfillment—she truly deserves it.



Welcome to the Team!

Denver Hampden
Emma King, Junior Associate
Gina Hoover, Senior Paralegal

Castle Rock
Mary Washburn, Receptionist

Happy Anniversary!

Jon Topolewski
11/2/2020

Alicia Reinken
11/1/2021

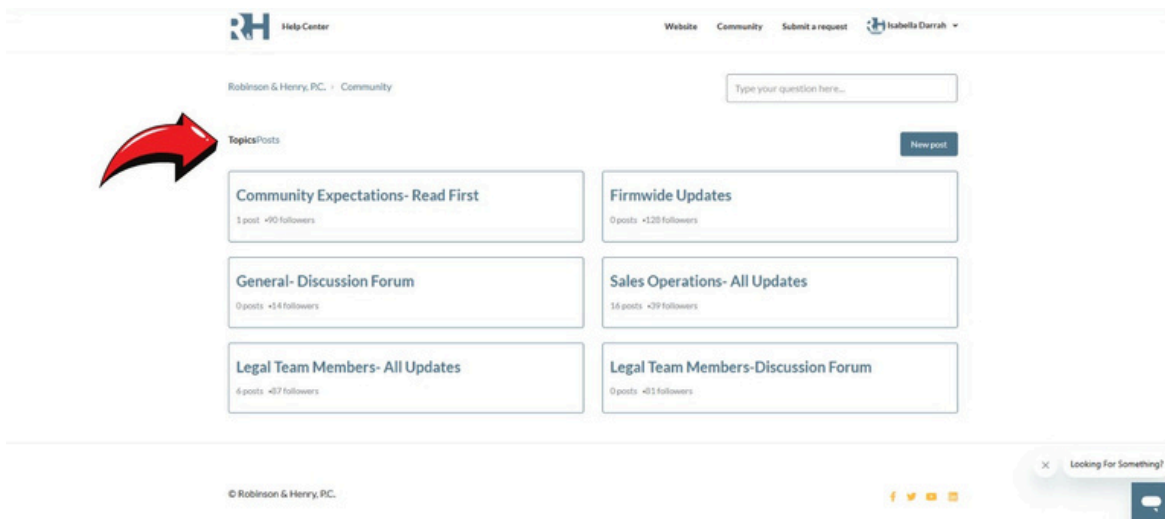
Sean Edgren
11/27/2023

Offices across the firm recently celebrated coworkers' anniversaries, including a number of team members who reached milestones.

The Employee Recognition Program honors the following milestones with these gifts of appreciation:

- 1 Year - R&H Portfolio
- 3 Years - R&H Yeti Mug
- 5 Years - Personalized Bobblehead & Plaque
- 10 Years - Leather Desk Mat & Plaque
- 15 Years - Hourglass & Plaque
- 20 Years - Employee's Choice & Plaque

Zendesk Community



Join the conversation on Zendesk Community! By sharing your insights, asking questions, and engaging with top posts, you'll not only find solutions faster but also help your colleagues and customers succeed. Let's make the most of this great resource together! Here are some examples of top posts that can spark ideas and provide helpful tips.

Virtual Receptionist Process: This article explains the Virtual Receptionist's process for notifying attorneys when a client is ready for a Zoom consultation and the steps taken if the attorney is unresponsive.

Team Scheduling Links: This article provides information on team-specific Zoom scheduling links created by the IT Team, intended for current clients, and includes instructions for using and updating the links as needed.

2025 Benefits Open Enrollment

Hello team, Happy November! As we approach the end of the year, we are preparing for our Annual Benefits Open Enrollment. Our 2025 OE period will open on November 18th, and close on December 2nd. We will be sending out our 2025 Benefits Guide as soon as it is finalized (in the next few days), so you may begin reviewing your benefits options for the new year. We will prepare step-by-step instructions for accessing and completing your Open Enrollment in Paylocity. All employees will be required to log into their Paylocity Self-Service Portal and navigate to Benefits to complete their open enrollment. Your currently elected plans will NOT automatically roll over into the new year so it will be essential that you complete the enrollment process. You may see your current elections in Benefits now, but you will not see 2025 options online until we open the enrollment window on November 18th. We will be sending out much more - and more detailed - information in the coming days! Please stay tuned!

R&H Halloween

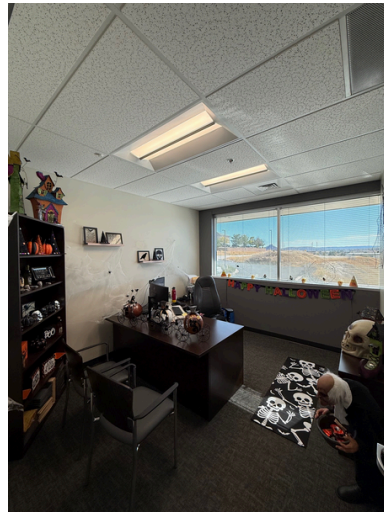


The Highlands Ranch Office paid homage to Don Eby by channeling his signature style: the 3-piece suit accessorized by an R&H coffee mug.

The Westminster Office “ghosted” its own Halloween party this year. Who knows who was there...



Castle Rock got into the Halloween spirit by decorating their offices! From spooky decorations to festive vibes



Career Opportunities



Robinson & Henry champions professional growth and development. Our commitment to career advancement is reflected in our 'promote from within' philosophy, creating opportunities for team members to progress whenever possible.

Follow and apply for [current R&H job opportunities](#) on the firm's Careers page.