

Adair County Employee Newsletter May 2014

Anniversaries:

Jeff Waddle, Road and Bridge, 20 years
Rusty Harris, Road and Bridge, 20 years
Grace March, 1 year, Juvenile Office
Jack Moots, Road and Bridge, 20 years
Nick Panos, Sheriff's dept. 1 year
Shelley Story, Public Administrator office, 3 years
Dave Hurt, Sheriff's Office, 1 year
Ben Lemley, Sheriff's Office, 1 year
Scott VanWye, Road and Bridge, 7 years



Happy Birthday!

Cabe March, Sheriff's Office, 5/2
Barb Johnson, Recorder's Office, 5/5
Kelly Koenig, Sheriff's Office, 5/11
Lonnie Harris, Road and Bridge, 5/14
David Erwin, Collector, 5/14
Maggie Ferrell, Recorder's Office, 5/14
Karen Hammons, Collector's Office, 5/21
Jamie Wolf, Juvenile Justice Center, 5/22
Sharon Young, Sheriff's Office, 5/26



AS ALWAYS: IF I'VE NEGLECTED ANYONE BY MISTAKE, PLEASE LET ME KNOW SO I CAN FIX IT IMMEDIATELY.

Welcome New Employees!

Bobby McCarty, Road and Bridge seasonal employee
Isaiah Curtis, Road and Bridge Supervisor

County Events

5/1- Truman "Steel" concert
5/3- Round Barn Blues/YMCA Murder Mystery Dinner
5/7- Multiple Sclerosis Support Group
5/8- Truman Day, Courthouse closed
5/9- Shrine Club Fish Fry, Open to public @ 5:30
5/10- TSU Graduation
5/13- OATS Sandwich and Dessert Luncheon, Annex Building
5/15- Chamber Member Business after Hours
5/17- Kirksville Country Club Golf Tournament/ATSU-KCOM Commencement/Jim Baker-John McConnell Kids Fishing Classic
5/25- Kirksville High School Graduation
5/26- Memorial Day, Courthouse Closed

More information on any of these events can be given by the Chamber of Commerce, 665-3766 or the City of Kirksville at 627-1224.

County News

Employee Motivational Fund



- ❖ **Congratulations to Barb Johnson and Sandy Collop for being the April \$\$ winners.** If you'd like to participate, please bring me your \$2, or email me and I'll come get it. I will need your \$2 by Thursday, May 22. We will draw for winners on Friday May 23. I encourage everyone to participate, because the bigger

the monthly pot, the more \$\$ we can put give away, and not to mention it's fun!!

Human Resource, 101

The Correct Way to Terminate an Employee/ Why Using the Missouri At-Will Concept is Really Not a Good idea

Employees with attitude/attendance/productivity problems should and can be legally terminated, and they probably should have been terminated long before now.

Here's why:

The longer you allow the behavior to go on, the harder it is to terminate them safely.

There is absolutely nothing that prohibits an organization from terminating an employee with a performance problem. The issue isn't the LEGALITY of the proposed termination for attitude; the issue is how you express your counsel to the employee before you terminate, and what you say at the time of termination. The words matter!! In fact, those words are part of your defense in the event you are ever sued because you terminated an employee for an attitude or performance problem, which is a legitimate reason for termination.

Let's talk about Missouri's **At-Will Employment** concept, which basically means that employers can terminate an employee at any time, for any legitimate reason, or no reason at all. However, they can't terminate unlawfully. Yes, employers can actually terminate for no reason at all...but that's never a good idea. Why?! Terminating an employee, while standing behind the "At-Will" concept, more often than not results in an organization getting sued for discrimination or wrongful termination. It's important for employers to know that the burden of proof will be on THEM in the courtroom, should they be

sued. In other words, an employer will have to show that they had a legitimate business purpose for the termination.

Using the At-Will concept as a defense in the courtroom, will not bode well for the employer most of the time simply because it will be viewed as "shady", or having an ulterior motive for the termination.

Always give warnings before you terminate, and document everything. DOCUMENT, DOCUMENT! That is so important. An employer will have to show:

- They provided behavior-based information about the problem and consequences if behavior didn't stop
- Gave employee adequate due process
- Gave feedback, clear directions, and training
- Employee was treated fairly
- They will need to show documentation. If you don't document it, it didn't happen. Period. Proper documentation will look very well in court and likely lead to a win for the employer.

An employer should be very careful before terminating employees in the following protected classes:

- Race
- Sex
- Age
- Disability
- National Origin
- Color
- Veteran Status
- Genetic Information

When an employer needs to terminate an employee of a protected class, they need to make certain that it is for a legitimate reason, along with providing detailed documentation. Otherwise, the termination will be considered a red flag to the Equal Employment Opportunity Commission if employee pursues a complaint. And I guarantee you, unless

the organization has detailed documentation, proof of feedback sessions, warning, etc. that led up to the termination, they will have to pay \$\$\$ whether it's in a mediation meeting, or in a courtroom.

What to say/do when terminating an employee for a behavior or performance problem:

- 1) Be straight-forward, and don't allow their behavior to affect your behavior.
- 2) Review behavior or performance that did not show improvement since the last warning (unless this behavior requires immediate termination without warning...that sometimes can happen)
- 3) Tell the employee you are terminating him/her for this reason
- 4) Listen to the employee's reaction, but don't engage in debate or discussion
- 5) Be clear about final pay and benefits
- 6) End the meeting

10 Keys to Effective Performance Reviews

The #1 mistake to avoid when giving employees feedback is: ****don't wait to give employee feedback at review time****. Give feedback continually when needed to avoid any surprises for the employee at review time.

The employee should know what to expect on their evaluation because their supervisor has been giving consistent feedback throughout the year, when needed.

5 steps to Giving Feedback on Evaluation:

- a) Use their name
- b) Give Positive Feedback Immediately
- c) Be specific on what praise is for
- d) Point out the impact their good performance has on the organization
- e) Ask for a repeat of their good performance.
- f) Focus on growth areas for the employee, giving them every opportunity to grow in the field

- g) Also, ask open ended questions to show the employee that you are concerned for their well-being.

Reviews That Will Stand Up in Court:

- 1) Reviews that are compliant and within guidelines of employee handbook and state law. You need to brief yourself often on the policies. I promise you that employees, especially the difficult ones, will know the section they are arguing, word for word. So be very familiar with workplace policies.
- 2) If you have a question or are unsure of how to handle a performance review concern, consult HR or legal counsel. I would rather help and consult with my own resources before a problem gets started rather than be dragged in somewhere in the middle.
- 3) Remember that words matter. Stay away from words or phrases in an evaluation that can lead to any kind of "ism"; such as racism, sexism, ageism, etc. For example, don't write that your 55 year old employee doesn't seem very energetic anymore. That opens a risky door we don't want to open. Pick your words carefully.
- 4) Keep them organized and concise

Recipes:

Salisbury Steak



- 1 (10 1/2 ounce) can Campbell's French onion soup
- 1 1/2 lbs ground beef
- 1/2 cup dry breadcrumbs
- 1 egg
- 1/4 teaspoon salt
- 1/8 teaspoon ground black pepper, to taste
- 1 tablespoon all-purpose flour
- 1/4 cup ketchup
- 1 -3 teaspoon Worcestershire sauce, to taste
- 1/2 teaspoon mustard powder

1/4 cup water

In a large bowl, mix together 1/3 cup condensed French onion soup with ground beef, bread crumbs, egg, salt and black pepper.

Shape into 6 oval patties.

In a large skillet over medium-high heat, brown both sides of patties.

Pour off excess fat.

In a small bowl, blend flour and remaining soup until smooth.

Mix in ketchup, water, Worcestershire sauce and mustard powder.

Pour over meat in skillet.

Cover, and cook for 20 minutes, stirring occasionally.

Cheddar Garlic Oven Fried Chicken Breast



1/3 cup butter, melted
2 tablespoons minced garlic (can use more or less)
2 teaspoons garlic powder, divided (garlic lovers can use more)
1/2 teaspoon seasoning salt (or can use white salt)
3/4 cup seasoned dry bread crumb (seasoned or plain)
1/2 cup finely grated cheddar cheese
1/4 cup freshly grated parmesan cheese
1/2 teaspoon ground black pepper (or to taste)
4 boneless skinless chicken breasts
shredded cheddar cheese (optional and use any amount desired, or can use shredded mozzarella cheese)

Directions: 1 Preheat oven to 350°F. 2 Butter an 11 x 7-inch pan (if using more than 4 breasts use a larger pan). 3 In a bowl, combine melted butter with fresh minced garlic, 1 teaspoon garlic powder and salt. 4 In another bowl, combine the dry breadcrumbs with 1/2 cup finely grated cheddar cheese, Parmesan cheese 1 teaspoon garlic powder and coarse ground black pepper. 5. Dip chicken in butter mixture; then in crumb mixture. 6. Place in prepared pan and bake uncovered for 35-45 minutes or until cooked through, larger breasts may take more time (placing the chicken on a rack in a pan will produce an extra crispy crust, and all the reviews of this

recipe stated they liked cooking it on the rack better). 7. Top with shredded cheddar or mozzarella the last 5 minutes of cooking (this is only optional).

Roasted Garlic Cauliflower



2 tablespoons minced garlic
3 tablespoons olive oil
1 large head cauliflower, separated into florets
1/3 cup grated Parmesan cheese
salt and black pepper to taste
1 tablespoon chopped fresh parsley

1. Preheat the oven to 450 degrees F (220 degrees C). Grease a large casserole dish.
2. Place the olive oil and garlic in a large resealable bag. Add cauliflower, and shake to mix. Pour into the prepared casserole dish, and season with salt and pepper to taste.
3. Bake for 25 minutes, stirring halfway through. Top with Parmesan cheese and parsley, and broil for 3 to 5 minutes, until golden brown.

Pound Cake



1 cup margarine
1/2 cup shortening
3 cups white sugar
5 eggs
2 1/2 cups all-purpose flour
1/2 cup self-rising flour
1 cup evaporated milk
1 tablespoon lemon extract
1/2 teaspoon vanilla extract

Your Reimbursable Deductible

Bring me receipts of payments with dates of service for 2014 medical appointments thus far. We'll fill out an RDA form and hopefully get you some

money back. Remember, you get up to \$500 back every year (and sometimes more), so be sure and take advantage of it.

AFLAC Claims

If you have any claims you want to submit for Aflac, come see me and I can do it for you. You pay for it monthly, so you might as well claim your \$\$\$ when you can.

Trivia Challenge #1

Michael Jackson's 1988 autobiography Moonwalk was edited by _____.

- a) Jacqueline Kennedy Onassis
- b) Christopher Plummer
- c) Ed Asner
- d) Barbara Walters

Trivia Challenge #2

It is estimated that _____ killed as many as 40 million people across Asia and Europe.

- a) Attila the Hun
- b) Ghengis Khan
- c) Timur the Lame (Tamerlane)
- d) Charlemagne

Trivia Challenge #3

Cubans were prohibited from owning _____ until 2008.

- a) Cell phones
- b) Computers
- c) televisions
- d) boats

Trivia Challenge #4

The world's top most valuable brands are: Apple, Microsoft, and _____.

- a) Samsung
- b) Toyota
- c) Coca-Cola
- d) GE

Trivia Challenge #5

_____ was built without any nails.

- a) United States Holocaust Museum
- b) San Francisco Museum of Modern Art
- c) The Mormon Tabernacle Church in Salt Lake City
- d) Boston City Hall

Trivia Answer #1: a

Trivia Answer #2: b

Trivia Answer#3 a

Trivia Answer#4: c

Trivia Answer #5: c

Quotes and Sayings:

"I always knew looking back on the tears would make me laugh, but I never knew looking back on the laughs would make me cry." -Unknown

Don't take life too seriously. You'll never get out of it alive. - Elbert Hubbard

The most selfish 1 letter word - I - avoid it.

The most satisfying 2 letter word - We - use it.

The most poisonous 3 letter words - Ego - kill it.

The most used 4 letter word - Love - value it.

The most pleasing 5 letter word - Smile - keep it.

The fastest spreading 6 letter word - Rumor - ignore it.

The hardest working 7 letter word - Success - achieve it.

The most enviable 8 letter word - Jealousy - distance it.

The most powerful 9 letter word - Knowledge - acquire it.

The most essential 10 letter word - Confidence - trust it.

Fun Facts:

Teddy Roosevelt was shot prior to giving a speech. Noticing that it missed his lung since he wasn't

coughing up blood, he proceeded to give a 90 minute speech.

Shakespeare's daughter was illiterate

In Mexico, artists can pay their taxes with art work.

Cheerleading started as an all-male activity.

UPS delivery trucks save 10 million gallons of gas a year by making no left turns.

No matter where you stand in Michigan, you are never more than 85 miles from a Great Lake.

All polar bears are left-handed.

Because of the rotation of the earth, an object can be thrown farther if it is thrown west.

In England, the Speaker of the House is not allowed to speak.

There is a hotel in Sweden built entirely out of ice; it is rebuilt every year.

If you toss a penny 10,000 times it will not be heads 5000 times but more like 4950. The head picture weighs more, so it ends up on the bottom.

A pound of any combination of dimes, quarters, and half dollars, is worth \$20.

American schoolchildren rank 25th in math and 21st in science out of the top 30 developed countries...but ranked 1st in confidence that they did better than everyone else.

"I was working smarter -- not harder."

"This is one of the seven habits of highly effective people."

"I'm in the management training program."

"This is in exchange for the six hours last night when I dreamed about work!"

"Why did you interrupt me? I had almost figured out a solution to our biggest problem!"

"Someone must've put decaf in the wrong pot."

"Whew! I must have left the top off the liquid paper."

"I wasn't sleeping! I was meditating on the mission statement and envisioning a new paradigm!"

"Just pacing myself for the all-nighter tonight!"

"Boy, that cold medicine I took last night just won't wear off!"

"Ah, the unique and unpredictable circadian rhythms of the workaholic!"

"I'm sorry, I thought you (the boss) were gone for the day."

"Oh, man! Come in at 6 in the morning and look what happens!"

"...and I especially thank you for my excellent boss, Amen!"

Humorous Helpful Hints:

Things to Say If You Get Caught Sleeping on the Job

"They told me at the blood bank this might happen."

"This is just a 15-minute power nap like they raved about in that time-management course you sent me to."