

Adair County Employee Newsletter September 2014

Anniversaries:

Gail Claybrook, Road and Bridge, 24 years
Doug Hill, Road and Bridge, 41 years
Kelly Koenig, Sheriff's Dept., 2 years
Greg Lawrence, Assessor's Office, 7 years
Donnie Waybill, Assessor, 9 years
Joe Wuebker, Sheriff's Dept. 6 years
Susan Hamilton, Circuit Court, 1 year
Jessie Schoonover, Circuit Court, 7 years

Happy Birthday!

John Axsom, Sheriff's Office, 9/9
Isaiah Curtis, Road and Bridge, 9/2
Rusty Harris, Road and Bridge, 9/10
Matt Holt, Juvenile Office, 9/20
Rick Huddleston, Road and Bridge, 9/11
Bill Hudson, Child Support Enforcement, 9/29
Beth Platz, Human Resources, 9/25
Tracy Salsberry, Sheriff's Office, 9/1
Gayla Sandstrom, Circuit Court, 9/25
Pat Shoush, Recorder, 9/21
Randall Snyder, Road and Bridge, 9/10
Kristie Swaim, Associate Circuit Judge, 9/27

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

Welcome New Employees!

Diana Thomas, Road and Bridge
Amanda Doss, Sheriff's Dept

County Events

9/6- Ribbon cutting for opening of new dog
park
9/12- United Way's Taste of Autumn Kick-Off
9/13- Red Barn Festival

9/13- Truman Family Day
9/16- Kirksville's Workplace Harassment
Seminar
9/18-20- Kirksville Arts Association presents
the musical "Nunsense"
9/20- Adair County Young Farmers Truck and
Tractor Pull
9/25- Mother and Son Stampede
9/25-27- Another presentation of "Nunsense"
9/27- Baconfest
9/27- Ducks Unlimited Banquet and Auction

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 Website

Our website pages are only as good as the
information the elected officials give me for
their page. Any elected official, who would like
to give me things to upload to their page or any
information they would like to add, please let
me know. I'd be glad to do it.

Employee Motivational Fund



Congrats to Gayla Sandstrom and
Karen Hammons for being July and
August winners of \$30 each! The next
drawing will be September 26! Bring
me your \$2!

County News



We're having a **Benefits Fair** on November 5th, 10 a.m. to 3 p.m. in the Annex Building. Mark your calendars. We will have representatives from CERF Pension, CERF Savings, GBS/Health link, LAGERS and AFLAC. This will be a great opportunity for you to meet and talk with our benefits people.

Also, Open enrollment will start November 1st. That's the time you can change your plans around/add/remove/etc.

I will be applying for additional grant money for the Courthouse's new boiler system. Everything has to be turned in by September 30th. Wish me luck! It would be great to fund this project with mostly grant money.

Human Resource, 101

This is general information about work time and leaves according to Missouri laws, as they should apply to Missouri employers. Just a little FYI:

Work Time

Breaks, Lunches, and Personal Time Off

Missouri law does not require employers to provide employees (including youth workers) a break of any kind, including a lunch hour. These provisions are either left up to the discretion of the employer, can be

agreed upon by the employer and employee, or may be addressed by company policy or contract. (only exception: entertainment industry).

- ❖ If you are allowed breaks at work, under federal law, workers must be paid for any breaks less than 20 minutes. You don't have to be paid for meal breaks if:
 - the break lasts more than 20 minutes, **AND**
 - you are relieved of all work (you are not told what to do during the break)
 - Oddly, the Department of Labor says that a meal break can be unpaid, even if you are not allowed to leave your work site. But, if you are doing anything for your boss, you must be paid. You must be completely relieved of your work and responsibility if you are not paid. If your meal breaks are often interrupted that is a strong sign that you should be paid for your breaks.
 - Adair County offers employees lunch breaks.

Work Hours

There is no minimum or maximum number of hours an employee may be scheduled or asked to work. This is in accordance with the Fair Labor Standards Act.

Travel Time

Generally, time spent commuting from home to the workplace is not work time. But time spent traveling during normal work hours as part of the job is considered work time and employees

are entitled to be paid for this travel time. Such travel time will be taken into account as work time in determining whether employees have been paid the minimum wage.

- Adair County pays your hourly wage and mileage for any time traveled during working hours.

Vacation Pay

- Employers are not required to provide vacation pay, sick time, holiday pay, or severance pay — these are benefits given at an employer’s discretion. The exception would be instances where an employer has entered into a contract where certain benefits are established by agreement.
- An employer may also lawfully establish a policy or enter into a contract disqualifying employees from payment of accrued vacation upon separation from employment if they fail to comply with specific requirements, such as giving two weeks’.
- An employer is required to pay accrued vacation to an employee upon separation from employment if its policy or contract requires it.
- An employer is not required to pay accrued vacation leave upon separation from employment if the employer’s established policy or employment contract is silent on the matter.
- An employer may cap the amount of vacation leave an employee may accrue over time.

- An employer may implement a “use-it-or-lose-it” policy requiring employees to use their leave by a set date or lose it.
- Adair County provides vacation pay.

Sick Leave

- Employers are not required to offer paid sick leave or any other type of paid fringe benefit; this is left up to the employer’s discretion, or to any contract the employer may have with its employees.
- An employer may provide sick and vacation benefits to one group of employees, but not to others, as long as the employer does not discriminate based upon age, race, sex, religion, national origin, etc.
- Adair County provides sick pay.

Jury Duty Leave

- An employer is not required to pay an employee any wages for time spent complying with a jury summons or serving on a jury.
- An employer may not terminate, discipline, threaten or take any adverse action against an employee on account of that employee's receipt of and/or response to a jury summons or for serving on a jury.
- An employer may not require or request an employee to use annual, vacation, or sick leave for time spent responding to a

summons for jury duty, time spent participating in the jury selection process, or time spent actually serving on a jury.

- Adair County will allow unpaid time off for jury duty. Additionally, they will allow the employee to keep their jury check pay.

Bereavement Leave

- Missouri law does not require employers to provide employees bereavement leave or leave to attend funerals. Bereavement leave is leave that is taken by an employee due to the death of another individual, usually a close relative. Employers may choose to provide bereavement leave and may be required to comply with any bereavement policy or practice they maintain.
- Adair County provides up to 3 paid working days for bereavement leave.

Holiday Leave

Missouri law does not require employers to provide employees with either paid or unpaid holiday leave. In Missouri, an employer can require an employee to work holidays. An employer does not have to pay an employee premium pay, such as 1½ times the regular rate, for working on holidays, unless such time worked qualifies the employee for overtime under standard overtime laws. If an employer chooses to provide either paid or unpaid holiday leave, it must comply with the terms of its established policy or employment contract.

- Adair County compensates full time employees for holidays worked, with a paid day off somewhere in the pay period.

Recipes:

Do It Yourself Mozzarella Cheese Sticks



- 1 package string cheese
- 1 cup panko
- 1 cup Italian bread crumbs
- 1 cup flour
- 2 eggs
- 2 tablespoons milk
- 2 tablespoons butter
- marinara or pizza sauce

Unwrap string cheese and cut in half. Put equal amounts of panko and Italian bread crumbs in a bowl and mix together. Beat together 2 eggs and a little milk with a fork. Put flour in a third bowl and roll each piece of cheese in the flour. Dip the flour coated cheese in the egg mixture and then coat with the bread crumb mixture. Place mozzarella sticks in the freezer for about 30 minutes. Remove the mozzarella sticks from the freezer and place them on a baking sheet. Melt butter and drizzle it over the mozzarella sticks. Bake at 400°F for about 8-10 minutes. Dip mozzarella sticks in marinara or pizza sauce.

Homestyle Potato Salad



Ingredients

5 medium potatoes (red potatoes taste the best)
8 eggs, hard boiled (save 2 eggs to use for garnish on salad)
salt & pepper to taste
1/2 c. Mayonnaise (or Miracle Whip)
1/2 c. sour cream
2 Tbsp. sugar
mustard, to taste
1/2 c. sweet pickle relish (or 5 to 6 diced baby dill pickles, if you don't like it sweet)
Dill weed or paprika (optional)

Instructions

Boil potatoes (do not peel) for about 40 minutes until potatoes are tender, but still firm (if you are using red potatoes do it for less time.. 15-20 minutes or so).

Peel and dice potatoes AND 6 eggs. Add salt and pepper and toss. Mix remaining ingredients separately and fold into potato mixture.

Slice remaining 2 eggs and layer on top of salad. Sprinkle top of salad with dill weed or paprika.

Refrigerate overnight (or at least 6-8 hours).

Honey BBQ Meatloaf



1 lb 90% lean ground beef
1 slice white bread, ground to crumbs in food processor -or- 2/3 cup panko bread crumbs
1 tablespoon plus 2 teaspoons worcestershire sauce
1 tablespoon spicy brown mustard
1/2 cup smoky barbecue sauce, divided
2 tablespoons honey, divided
1 teaspoon salt
1 teaspoon black pepper

Preheat oven to 350 degrees F. Toss one slice of soft white bread in your food processor and grind it into crumbs.

In a large bowl, use your hands to mix together the ground beef, fresh bread crumbs, 1 tablespoon of the worcestershire sauce, the spicy brown mustard, 1/4 cup of the barbecue sauce, 1 tablespoon honey, salt, and black pepper.

Shape the mixture into a long, thick log and place in an oiled baking dish. Be careful not to pack the meat too tightly or you'll end up with a very dense, tough loaf.

In a small bowl, whisk together the remaining 1/4 cup barbecue sauce, 1 tablespoon honey, and 2 teaspoons worcestershire sauce. Spread half of this mixture evenly all over the meatloaf. Reserve the other half for serving. Bake for 45 minutes. Slice and drizzle with reserved honey barbecue sauce.

Strawberries 'n Cream Crumb Cake



Crumb Topping

3/4 cup (95g) all-purpose flour
1/4 cup (50g) light brown sugar
1/4 cup (50g) granulated sugar
1 teaspoon ground cinnamon
6 Tablespoons (90g) unsalted butter, cold and cubed

Cake

1 large egg, room temperature
1/4 cup (60g) butter, melted and cooled
1/2 cup (120ml) milk*
3 teaspoons vanilla extract
1 and 1/2 cups (190g) all-purpose flour

2/3 cup (134g) granulated sugar
2 teaspoons baking powder
1/2 teaspoon salt
8-10 fresh strawberries, sliced*
1 (8 ounce) package cream cheese, softened to room temperature
1/4 cup (50g) granulated sugar
VANILLA GLAZE
3/4 cup (90g) confectioners' sugar, sifted
2 Tablespoons (30ml) milk or cream
1/2 teaspoon vanilla extract

Adjust the oven rack to the lower third position. Preheat the oven to 350F degrees. Spray an 8-in or 9-in springform pan with non-stick spray. Springform pan is required. Set aside.

Make the crumb topping: Combine the flour, brown sugar, granulated sugar, and cinnamon together in a medium bowl. Cut the butter into the mixture with a pastry blender or mix with hands until it resembles coarse crumbs. Set in the refrigerator until ready to use. This crumb mixture must be chilled.

Make the cake: In a large bowl using a hand-held or stand mixer fitted with a paddle attachment, beat the egg and melted butter together on medium speed until combined. Add the milk and 2 teaspoons vanilla extract and beat on medium speed until thoroughly mixed. Scrape down the sides of the bowl as needed. Set aside.

Whisk the flour, sugar, baking powder, and salt together in a medium bowl until combined. With the mixer running on low, pour the dry ingredients into the wet ingredients. Mix until just combined. Pour into the prepared baking pan.

In a medium bowl using a hand-held or stand mixer fitted with a paddle attachment, beat the cream cheese on high speed until smooth. Add remaining 1 teaspoon of vanilla extract and 1/4 cup granulated sugar and beat on medium speed until combined. Spread over the crumb cake batter. Layer with sliced strawberries as shown in the photo above. Top with the crumb

topping and gently press the topping into the batter.

Bake for 50-55 minutes, or until a toothpick inserted in the center of the cake comes out free of cake crumbs. I covered the cake with aluminum foil after 40 minutes to help avoid the top from browning too much. Allow to cool in the pan on a wire rack for at least 15 minutes before glazing.

Make the glaze: Whisk the confectioners' sugar, milk, and vanilla together. Remove the sides of the springform pan and drizzle the glaze over the cake. The cake will stay fresh covered at room temperature for 4 days.

Make ahead: Bake the cake as directed and freeze without the glaze for up to 1 month. Thaw overnight in the refrigerator and bake for 20 minutes at 200 degrees to warm it up. Glaze before serving.

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

There are no _____ in Iceland, Antarctica, or Greenland.

- a) cats
- b) ants
- c) wireless devices
- d) blonde haired people

Trivia Challenge #2

_____ cannot taste sugar. They do not have sweet taste buds.

- a) cats
- b) mice
- c) monkeys
- d) rabbits

Trivia Challenge #3

_____ was on the CIA payroll from the late 1950's to 1974.

- a) The Pope
- b) Malcolm X
- c) The Dalai Lama
- d) Buzz Aldrin

Trivia Challenge #4

_____ was a vegetarian and against any form of animal cruelty.

- a) Ivan the Terrible
- b) Queen Elizabeth I
- c) George Washington
- d) Adolf Hitler

Trivia Challenge #5

_____ was the loudest sound in recorded history. It was heard 3,000 miles away.

- a) Tunguska meteor event in 1908
- b) The eruption of Krakatoa in 1883
- c) The atomic bombing of Hiroshima in 1945
- d) The "Bloop" event under the Pacific ocean in 1997

Trivia Answer #1: b

Trivia Answer #2: a

Trivia Answer #3: c

Trivia Answer #4: d

Trivia Answer #5: b

Fun Facts:



In the 1920's popcorn was banned from movie theaters because it was too noisy.

The average teacher salary in Switzerland in 2010 was \$112, 000 a year.

The United Arab Emirates donated a laptop to every high school student in Joplin after the city had been devastated by a tornado.

Mattresses were once held in place by ropes. If the ropes were pulled, the mattress became firmer. Hence the phrase 'goodnight, sleep tight'

Mirrors are placed near elevators as a psychological trick to make wait seem more tolerable. People like to look at themselves.

Michael Kevin Kearney, possibly the smartest person in the world with an IQ of 325, graduated high school at age 6 and college at age 10

Humans can't sneeze while sleeping

90% of baby changing tables in public UK bathrooms tested positive for cocaine.

There is more fresh water contained in Loch Ness than in all rivers and lakes in England and Wales combined.

Cake frosting is more healthy than Nutella!

Only 1 American President never joined a church. Who was it?

- a) Abraham Lincoln
- b) Ulysses S. Grant
- c) William McKinley
- d) Howard Taft

Answer:

A