

Adair County Employee Newsletter February 2015

Anniversaries:

Janet Cooper, Sheriff's Office, 3 years
Rick Huddleston, Road and Bridge, 1 year

Happy Birthday!



Karla Kramer, Pros. Atty. Office- 2/9
Angela Platz, Public Admin. Office- 2/10
Brooke Salter, Assessor's Office- 2/2
Russell Steele, Circuit Judge, 2/27

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

Welcome New Employees!

Trevor Gonzalez, Sheriff's Department
Grace Hobbs, Sheriff's Department
Chris Smith, Sheriff's Department
John Malloy, Sheriff's Department

County Events

2/2- State of the City
2/3- KV Day at the Capitol
2/7- Nemo Ag Show
2/13- Curtain Call Theatre Valentine's Dinner Theatre
2/14- Polar Bear Plunge
2/14- Lyceum Series "The Great Gatsby"
2/20- Truman hosts Trivia Night
2/28- Adair County Mobile Food Pantry

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

Please stop by the Courthouse on February 26th between 2 and 4p.m. to wish David Erwin a happy retirement. There will be refreshments, and David will be available to visit with. Hope to see you!



\$\$\$ Adair County Courthouse received another grant in the amount of \$30,000. We intend to use it to finish out boiler and new thermostat costs. \$\$\$

Employee Motivational Fund



Our next drawing will be February 25th. Get me your \$\$\$\$ if you want in. Each \$2 submitted, gets you 1 entry

Recipes:

Slow Cooker Chicken Fajita Soup



- 1 pound boneless, skinless chicken breasts
 - 2 (10.75 ounce) cans condensed cream of chicken soup
 - 1 cup salsa
 - 2 cups frozen corn
 - 1 (15 ounce) can black beans, drained and rinsed
 - 1½ cups water
 - 1 teaspoon ground cumin
 - ½ teaspoon dried cilantro
 - 1 cup shredded cheddar cheese
- Optional Toppings:
 - sour cream
 - diced tomatoes
 - green onions
 - cilantro
 - lettuce
 - diced avocado
 - tortilla strips
1. Spray your slow cooker with cooking spray. Add chicken to the bottom of the slow cooker.
 2. In a medium sized mixing bowl, mix cream of chicken soup, salsa, corn, black beans, water, cumin, and cilantro. Pour over the top of chicken.
 3. Cook on low for 4-6 hours. Remove the chicken and shred with two forks. Place back into the slow cooker and add shredded cheese. Continue cooking until cheese has melted about 15 minutes. Serve with your favorite toppings.
-

Dilled Seafood Salad



- 1 (8-ounce) package frozen cooked salad shrimp, thawed and drained
- 1 (6-ounce) can lump crabmeat, drained and picked
- 1 large hard-cooked egg, grated
- 1/4 cup chopped celery
- 2 tablespoons minced green onion
- 2 teaspoons dried dill
- 1/4 teaspoon salt
- 4 tablespoons mayonnaise
- 3 tablespoons sour cream

1. In a large bowl, combine shrimp and next 6 ingredients; set aside.
2. In a small bowl, combine mayonnaise and sour cream. Spoon mixture over shrimp mixture; toss gently to coat. Cover and Refrigerate.

Twix Cookies



Shortbread Cookies

- 1½ cups butter, softened
- 1 cup powdered sugar
- 1 teaspoon vanilla
- 3 cups flour
- ¼ teaspoon salt

Caramel Layer

- 15 oz of caramel (you can use Kraft caramels) Just follow package directions for melting)
- 2 Tablespoons evaporated milk

Chocolate layer

- 2 cups milk chocolate chips
- 2 teaspoons shortening

Instructions

1. Preheat oven to 350 degrees F.
2. In a large bowl, cream butter and sugar together. Add vanilla, flour and salt and mix until well combined.
3. Dump dough onto a lightly flour surface.
4. Roll dough out to ½ inch thick.
5. With a small biscuit cutter, cut out cookies and place on greased cookie sheet.
6. Bake at 350 degrees F 14-16 minutes.
7. Remove from oven and let cookies cool completely.
8. Melt caramel according to package directions. Spread over cooled cookies. Let caramel cool completely before spreading on the chocolate.
9. In a small microwave safe bowl, melt chocolate chips and shortening in 30 second increments, stirring in between each increment until melted and smooth. Spread over the tops of cooled caramel.
10. Let chocolate set before eating and serving. Pop it in the fridge/freezer to get the chocolate to set faster, if you want

Human Resources, 101

Employee vs. Independent Contractor

Mistakenly classifying an employee as an independent contractor can result in significant fines and penalties. There are 20 factors used by the IRS to determine whether you have enough control over a worker to be

an employer. Though these rules are intended only as a guide, -the IRS says the importance of each factor depends on the individual circumstances-they should be helpful in determining whether you wield enough control to show an employer-employee relationship. When determining the status of your employee, go down this checklist. If any of these apply, it means your worker is probably an employee. Here's how to tell whether you are dealing with an employee or an independent contractor:

1. **Instructions.** Workers who are required to comply with others' instructions about when, where, and how they are to work are ordinarily employees.
2. **Training.** Training workers indicates that employers exercise control over the means by which results are accomplished.
3. **Integration.** When the success or continuation of a business depends on the performance of certain services, the workers performing those services are subject to a certain amount of control by the owners of the businesses.
4. **Services rendered personally.** If services must be rendered personally, employers control both the means and the results of the work.
5. **Hiring, supervising, and paying assistants.** Control is exercised if employers hire, supervise, and pay assistants.
6. **Continuing relationships.** Continuing relationships between workers and employers indicate that employer-employee relationships exist.
7. **Set hours of work.** The establishment of set hours of work by employers indicates control.
8. **Full-time required.** If workers must devote full time to employers' businesses, employers have control over workers' time. Independent contractors are free to work when and for whom they choose.

9. Doing work on employers' premises.

Control is indicated if the work is performed on employers' premises.

10. Order or sequences set. Control is indicated if workers are not free to choose their own patterns of work but must perform services in the sequences set by the employers.

11. Oral or written reports. Control is indicated if workers must submit regular oral or written reports to employers.

12. Payment by hour, week, or month. This points to employer-employee relationships, provided that this method of payment is not just a convenient way of paying a lump sum agreed on as the cost of a job. Independent contractors are usually paid by the job or on straight commission.

13. Payment of business and/or traveling expense. Employers paying workers' expenses of this nature shows that employer-employee relationships usually exist.

14. Furnishing tools and materials. If employers furnish significant tools, materials, and other equipment, employer-employee relationships usually exist.

15. Significant investments. Workers are independent contractors if they invest in facilities that are not typically maintained by employees (such as an office rented at fair market value from an unrelated party). Employees depend on employers for such facilities.

16. Realization of profits or losses. Workers who can realize profits or losses (in addition to profits or losses ordinarily realized by employees) they are independent contractors. Workers who cannot are generally employees.

17. Working for more than one firm at a time. If workers perform services for a number of unrelated persons at the same time, they are usually independent contractors.

18. Making services available to the general public. Workers are usually

independent contractors if they make their services available to the general public on a regular and consistent basis.

19. Right to discharge. The right of employers to discharge workers indicates that the workers are employees.

20. Right to terminate. Workers are employees if they have the right to end their relationships with their principals at any time without incurring liability.

Generally, you must withhold income taxes, withhold and pay Social Security and Medicare taxes, and pay unemployment tax on wages paid to an employee. You do not generally have to withhold or pay any taxes on payments to independent contractors.

Trivia Challenge #1

40 million people in _____ live in caves.

- a) Turkey
- b) Iran
- c) North Korea
- d) China

Trivia Challenge #2

The _____ can only survive on your skin for 5 minutes, but can survive on paper currency for 17 days.

- a) Cold virus
- b) Flu virus
- c) Measles
- d) Hepatitis A virus

Trivia Challenge #3

In 2009 _____ saved a corrections officer from being beat to death by an inmate.

- a) 4 inmates
- b) The secretary
- c) 2 bystanders outside the courthouse
- d) A German shepherd dog

Trivia Challenge #4

Adjusted for inflation, _____ is the Highest grossing film of all time, earning the equivalent of \$3.3 billion.

- a) Gone With the Wind
- b) Avatar
- c) Titanic
- d) The Dark Knight Rises

Trivia Challenge #5

Touching _____ will remove the odor of garlic and onion from your hands.

- a) Iron
- b) Nickel
- c) Stainless steel
- d) Cobalt chromium

Trivia Answer #1: d

Trivia Answer #2: b

Trivia Answer#3: a

Trivia Answer#4: a

Trivia Answer #5: c

A Thought to Ponder.....

Do your job, and do it well.

If you make a diligent effort and do a good job consistently, efficiently, and professionally, you ultimately allow your boss to focus on other issues within your department. The less your boss has to focus on you accomplishing your daily tasks, the more he or she can focus on accomplishing his or hers.

Giving it your all, what's holding you back?

Are you just going through the motions in your job? Are you doing your best?

What you get out of each day depends on what you put in. And that is entirely up to you.

Here are... 5 Reasons You Aren't Giving 100%

1. You Are Too Comfortable – We all like to live in our comfort zones. Perhaps, you have become too comfortable. It is only by going beyond our boundaries that we learn, live, and expand our experience.

2. You Have a Bad Attitude – A bad attitude can impact your entire world. Don't underestimate the power of a positive attitude to keep you going and lift your efforts. If your attitude is lacking, find someone who has a positive outlook. The feeling is contagious.

3. You Don't Care – Not caring about your job or work can be a self-fulfilling prophecy. If you do not have passion for what you are doing, then by all means go find something else for which you do.

4. You Are Scared of Failure – Kids like to think that their parents, and adults in general are fearless. (When in reality is it the other way around.) When was the last time you failed? Is fear of failure keeping you from trying your best?

5. You Aren't Hungry – What do you want to achieve? What do you want to accomplish? If you don't have goals, you may not have anything to give 100% of your effort towards. Make sure you have aspirations that stretch your limits.

If there are any Human Resource, employment law, work topics, etc. you would like to know more about, please let me know. I welcome suggestions and feedback. Share your favorite recipes also!