

Employee Newsletter

February 2016



Anniversaries:

Janet Cooper, Sheriff's office, 4 years



Happy Birthday!

Karla Kramer, Pros. Attorney's office, 2/9
Angie Platz, Public Admin Office, 2/10
Brooke Miller, Assessor's Office, 2/15

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

Welcome New Employees!

Wanda Sizemore, Adair County Clerk's
Office

County News

No county news this month

County Events

2/1- 2016 indoor triathlon
2/1- State of the City
2/2- NEMO Partnership Day at the Capital
2/2- Kohlenberg Lyceum Series "Vocalosity"
2/5-Diversity, Privilege, and Justice
2/6- NEMO Ag Show
2/6- Mary Immaculate Sweetheart Dinner
2/6- University Orchestra Concert
2/13- Polar Bear Plunge
2/16- OSHA Outreach Training starts
2/17- Truman Campus presents: HAMLET
2/19- Piano Festival on Truman Campus
2/20- 6th Annual Gents and Joules Gala
2/21- Cantoria Concert
2/27- 48th Annual Phi Mu Alpha Jazz Festival
2/28-University Orchestra Concert
2/29- 3rd Annual Kirksville Area Steam
Summit

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.

Recipes:

Chocolate Chip Brownie Cheesecake

<https://www.youtube.com/watch?v=TRDFeCRaI7s>



Ingredients:

1 box of brownie mix, and ingredients
needed to make them
16 oz cream cheese, softened
1 cup sugar
1 tsp vanilla
8 oz whipped cream or whipped topping
1 cup chocolate chips

Prepare the brownie mix according to package instructions, and pour the batter into a spring form pan. Bake according to package instructions, and cool completely. Meanwhile, beat cream cheese and sugar until smooth. Fold in vanilla and whipped cream, then fold in the chocolate chips. Spread over the cooled brownie in the springform pan. Decorate with toppings of your choice, or just leave it plain! Refrigerate for at least 4 hours before serving.

Tomato Tortellini Soup with Italian Sausage and Spinach



1 tablespoon vegetable oil
1 lb Italian Sausage
1/2 cup diced onion (about 1/2 medium sized onion)
1 tablespoon minced garlic
1-28 oz can crushed tomatoes
1-32. oz. box of vegetable broth (chicken works too)
2 tablespoons fresh chopped basil
1 teaspoon salt
1/2 teaspoon pepper
1 package tortellini
1 cup packed fresh spinach
Crostini
1 Baguette
Butter
Fresh Grated Parmesan Cheese
Instructions

Heat a large, heavy bottomed pan over medium-high heat. Heat vegetable oil and add diced onion. Sauté until onions are soft.

Crumble Italian Sausage and garlic with the onion. Cook until sausage is no longer pink. Stir in crushed tomatoes, vegetable (or chicken) broth, basil, salt and pepper. Bring to a boil, reduce heat to low, and cover. Let soup simmer for 20-30 minutes. Add tortellini and spinach and simmer for about ten minutes, until pasta is tender. Serve with shredded Parmesan.

Chicken Pot Pie



1 cup potato, diced
1 cup onion, diced
1 cup celery, diced
1 cup carrot, diced
1/3 cup melted margarine
1/2 cup all-purpose flour
2 cups chicken broth
1 cup half-and-half
1 teaspoon salt
1/4 teaspoon pepper
4 cups chicken, cooked and chopped
2 pie crusts (either store bought or your own recipe)

Preheat oven to 400°F.
Sauté onion, celery, carrots and potatoes in margarine for 10 minutes.
Add flour to sautéed mixture, stirring well, cook one minute stirring constantly.
Combine broth and half and half.
Gradually stir into vegetable mixture.
Cook over medium heat stirring constantly until thickened and bubbly.

Stir in salt and pepper; add chicken and stir well.
Pour into shallow 2 quart casserole dish and top with pie shells.
Cut slits to allow steam to escape.
Bake for 40-50 minutes or until pastry is golden brown and filling is bubbly and cooked through.

Missouri Association of Counties Online Classes

New classes are available on the LocalGovU site. If you're not registered for LocalGovU online classes, sponsored by MAC, then let me know if you want to be. Workplace and Sexual Harassment training is available and everyone should be taking it at some point when it's convenient. It's free, it's training you should have, and it's easy to get started. You can also print off certificates at the end of each training for you to keep. I'd be glad to help you get started. Please let me know! Classes will change April 1st.

<http://www.localgovu.com/>
Supervisors/Elected Officials, it would be great if you'd encourage participation from your employees for these training classes.

Human Resources, 101

What Makes a Hostile Work Environment?

Some employees believe that a bad boss, an unpleasant work environment, a rude coworker, or the lack of perks, privileges, benefits, and recognition can create a hostile work environment. But, the reality is that *for a workplace to be hostile, certain legal criteria must be met.*

A hostile work environment is created by a boss or coworker whose actions, communication, or behavior makes doing your job impossible.

This means that the behavior altered the terms, conditions, and/or reasonable expectations of a comfortable work environment for employees. Additionally, the behavior, actions or communication *must be discriminatory in nature.*

Examples include:

- 1) A boss who verbally berates you about your age, your religion, your gender, or your race may be guilty of creating a hostile work environment. This is especially true if you asked the individual to stop and the behavior continues.
- 2) A coworker, who tells sexually explicit jokes and sends around images of nude people, is guilty of sexual harassment and creating a hostile work environment.

Legal Requirements for a Hostile Environment

- 1) The actions or behavior must discriminate against a protected classification such as age, religion, disability, or race.
- 2) The behavior or communication must be pervasive, lasting over time, and not limited to an off-color remark or two that a coworker found annoying.
- 3) The hostile behavior, actions, or communication must be severe. Not only is it pervasive over time, but the hostility must seriously disrupt the employee's work. A second form of severity occurs if the hostile work environment interferes with an

employee's career progress. For example, the employee failed to receive a promotion or a job rotation as a result of the hostile behavior.

- 4) It is reasonable to assume that the employer knew about the actions or behavior and did not sufficiently intervene. Consequently, the employer can be liable for the creation of a hostile work environment.

Dealing With a Hostile Work Environment

- 1) The first step an employee needs to take if he or she is experiencing a hostile work environment is to ask the offending employee to stop their behavior or communication. If an employee finds this difficult to do alone, solicit help from Human Resources.
- 2) Be sure and document the incidents, including in detail: who, what, when where, time, and what was said. Also include any witnesses to what was said. This will go a long way in the investigation by the EEOC

Remember, Hostile Working Environment offenses are taken seriously and prohibited by the law.

If you think you are in a hostile working environment situation, please let me know.

Trivia Challenge #1

What trade did Paul Revere practice?

- a) Butcher

- b) Blacksmith
- c) Silversmith
- d) Cobbler

Trivia Challenge #2

What team in baseball has the longest streak of not winning a World Series title?

- a) Rangers
- b) Cubs
- c) Red Sox
- d) Tigers

Trivia Challenge #3

What is a marksman?

- a) Shooter
- b) Goalie
- c) Journalist
- d) Researcher

Trivia Challenge #4

Which dog breed was originally bred for rescue missions in the Swiss Alps?

- a) Siberian Hound
- b) Mastiff
- c) Bloodhound
- d) St. Bernard

Trivia Challenge #5

What happened to Hitler when he served in the German army during World War I?

- a) He was captured a majority of the war
- b) His life was spared by a British Soldier
- c) He fled the army
- d) He was beaten in the prison camp

Trivia Challenge #6

What is the only river in the world to have its flow reversed by men?

- a) River Seine
- b) Ghanges River
- c) Chicago River
- d) Thames River

Trivia Challenge #7

In poker, which of these hands beats a straight?

- a) Nothing beats a straight
- b) 3 of a kind
- c) 2 pair
- d) Flush

Trivia Challenge #8

Where is the tallest tree in the world located?

- a) United States
- b) Africa
- c) Australia
- d) India

Trivia Answer #1: c

Trivia Answer #2: b

Trivia Answer#3: a

Trivia Answer#4: d

Trivia Answer #5: b

Trivia Answer #6: c

Trivia Answer #7: d

Trivia Answer#8: a