

# Employee Newsletter

December  
2017



## Birthday Wishes

12/08	Randall Watson	Road & Bridge
12/08	Phil McIntosh	Juvenile Office
12/16	Grace March	Juvenile Office
12/18	Brian Noe	Coroner
12/28	Rhonda Noe	Public Admin
12/31	Scott VanWye	Road & Bridge

## Service Anniversaries

12/05	26 yrs.	Kim Kriegel	Maintenance
12/05	7 yrs.	Tammy Miller	Clerk's Office
12/16	15 yrs.	Grace March	Juvenile Office
12/18	1 yr.	Bradley Broadwell	Sheriff's Office
12/19	13 yrs.	Tracy Salsberry	Sheriff's Office
12/29	3 yrs.	Sherry Treasure	Clerk's Office

## Secret Santa

Names have been drawn for all Secret Santas. Secret gift exchanges will be done in the Commissioner's Office during the week of December 11-15.

## Christmas Carry-In

Wednesday December 20, 2017  
2nd Floor Courthouse  
12:00-1:00

You can sign-up (tell us what you are bringing) in the Commissioner's Office or contact Heather at:

(660)234-7914 or  
hrohn@adaircomo.com

## Employee Service Recognitions

The following employees will receive special recognition during the Christmas Carry-In for their years of dedicated service to Adair County.

### 5 Years

Pam Ashford	Assessor's Office
Angela Platz	Public Admin Office

### 10 Years

Sandy Collop	Clerk's Office
Greg Lawrence	Assessor's Office
Scott VanWye	Road & Bridge

### 15 Years

Kirby Bailey	Road & Bridge
Grace March	Juvenile Office
Wanda Sizemore	Clerk's Office

### 20 Years

Jason Lene	Sheriff's Office
Phil McIntosh	Juvenile Office



## Important Dates

AFLAC Representative	Thursday December 7, 2017 10:00am-12:00pm Commissioner's Office
AFLAC Open Enrollment	Dec 7-Dec 15
Secret Santa Gift Exchange	Dec 11-Dec 15
Colonial Life Representative	Dec 12 & Dec 13 8:30-4:30 (closed 12-1) Commissioner's Office
Christmas Carry-In	Wednesday December 20, 2017 12:00pm-1:00pm 2nd Floor Courthouse
Courthouse Closed Christmas Day	Monday December 25, 2017
Courthouse Closed New Year's Day	Monday January 01, 2018



Guess who wants to wish everyone a Merry Christmas?  
(answer on page 4)

## Missouri Association of Counties (MAC) Annual Conference 2018

Several elected officials attended the MAC conference November 19-21 at Tan-Tar-A Resort in Osage Beach. Adair County is a proud member of MAC and the conference was an excellent opportunity for members to be informed about current issues, as well as to share ideas and learn best practices when developing public policy to ensure that Missouri's county governments are effective and efficient.

The Missouri Association of Counties, founded in 1972, is a nonprofit corporation established to provide assistance to its member counties in matters pertaining to local, state, and federal government activities.

# Thank You!

Thank you to all employees for turning in insurance paperwork for 2018 Open Enrollment.

Insurance open enrollment elections made in November will take effect January 1, 2018



## 2018 Holiday Schedule

Monday	January 1	New Year's Day
Monday	January 15	Martin Luther King Jr. Birthday
Monday	February 12	Lincoln's Birthday
Monday	February 19	Washington's Birthday
Tuesday	May 8	Truman Day
Monday	May 28	Memorial Day
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Monday	October 8	Columbus Day
Monday	November 12	Veteran's Day
Thursday	November 22	Thanksgiving Day
Friday	November 23	Thanksgiving
Monday	December 24	Christmas Eve
Tuesday	December 25	Christmas



Commissioner  
Bill King  
showing his  
holiday spirit!



## Reimbursable Deductible Allowance (RDA) Benefit

County employees need to take advantage of Group Benefit Services (GBS) Reimbursable Deductible Allowance.

Through RDA, a portion of out of pocket expenses applied to your deductible throughout the year can be reimbursed. *For example: A single person with the Base Medical Insurance Plan (\$2500 deductible) can be reimbursed up to \$500 of their paid deductible annually.*

To receive a reimbursement, employees simply submit receipts or Explanation of Benefits (EOB) statements from the insurance company along with a completed RDA Claim Form to GBS either by mail, fax, or through employee's online GBS account.

Mail: GBS

1736 E Sunshine Suite 200  
Springfield, MO 65804

FAX: 1(417)883-8261

RDA Claim Forms, for mail or faxed submissions, can be obtained at Human Resources at : (660)234-7914 or [hrohn@adaircom.com](mailto:hrohn@adaircom.com).

50% of unused RDA allowances, by March 31st each year, carries over into the following year with a maximum cumulative carryover limit not to exceed your annual deductible amount.

## Flexible Spending Account (FSA) Information

You have until December 31, 2017 to spend any money left in your Flexible Spending Account (aka Flexible Benefit Account). FSA balance information can be found on your GBS online account or you can call GBS at (800)995-3569 for account information. FSA Benefit card swipes will be accepted until midnight on December 31, 2017 and paper FSA reimbursement forms will be accepted until March 31, 2018 for any 2017 expenditures.

**2017 Flexible Spending Account money cannot be carried over into 2018.**

## 5th Annual Tree of Blessing

The **Tree of Blessing** is now up and located outside of the Clerk's Office on the 2nd floor of the courthouse. Individuals can provide a special gift and words of encouragement with the Wards of Adair County, under guardianship and/or conservatorship of the Public Administrator's Office. Please visit the **Tree of Blessing** table for more information on how you can make this time of year a little brighter for Adair County Wards or call Rhonda Noe, Adair County Public Administrator, at (660)785-3211.



## Get To Know The Employee Manual

### Harassment Policy

The County of Adair intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated.

### What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### Reporting

County employees are encouraged to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, but it is not required for an employee do so. It is essential, however, to notify your supervisor, the County Commission, or the HR Director immediately even if you are not sure the offending behavior is considered harassment. An appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. The County of Adair will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. The County of Adair accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The County of Adair may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

*You can read more about Adair County's Harassment Policy starting on page 15 of the Employee Manual.*



*From page 2-Kim Salter, from the Treasurer's Office, wants to wish everyone a Merry Christmas!*

