

Employee Newsletter

January 2018

Birthday Wishes

01/02	Jeff Gottman	Sheriff's Office
01/06	Joni Sharp	Sheriff's Office
01/10	Bob Hardwick	Sheriff
01/12	Lori Smith	Treasurer
01/17	Kim Salter	Treasurer's Office
01/17	Mark Thompson	Commissioner
01/18	Robert Atkinson	Sheriff's Office
01/18	Jordin Luthenauer	Juvenile Office
01/18	Terry Pearson	Assessor's Office
01/20	Diana Beets	Collector's Office

Important 2018 Dates

Monday January 1	Courthouse Closed	News Year's Day
Monday January 15	Courthouse Closed	Martin Luther King Jr. Holiday
Monday February 12	Courthouse Closed	Lincoln's Birthday
Monday February 19	Courthouse Closed	Washington's Birthday



Service Anniversaries

01/01	9 yrs	Robert Atkinson	Sheriff's Office	01/01	13 yrs	Kim Salter	Treasurer's Office
01/01	11 yrs	Sandy Collop	Clerk	01/01	35 yrs	Pat Shoush	Recorder
01/01	9 yrs	Bob Hardwick	Sheriff	01/01	23 yrs	Lori Smith	Treasurer
01/01	9 yrs	Bill King	Commissioner	01/01	9 yrs	Mark Thompson	Commissioner
01/01	15 yrs	Karla Kramer	Prosecutor's Office	01/01	9 yrs	Sharon Young	Sheriff's Office
01/01	3 yrs	John Malloy	Sheriff's Office	01/03	1 yr	Tracy Hunter	Recorder's Office
01/01	5 yrs	Rhonda Noe	Public Admin Office	01/09	6 yrs	Angela Platz	Public Admin Office
01/01	7 yrs	Stan Pickens	Commissioner	01/30	1 yr	Tyler Summer	Road & Bridge



100% Covered Imaging Services

Group Benefit Services (GBS) plan members are covered at 100% for the following imaging services:

MRI
CT
PET

In order to receive this benefit, members must use Managed Care Concepts Pre-certification by calling 1(866) 750-2723. Members please tell Managed Care Concepts you have the **Preferred Radiology Benefit**. Members will then receive a call from a One-Call Care Representative. The One-call Care Representative will schedule your appointment, with an eligible provider, and answer any questions you have about the scheduled test.

Group Benefit Services (GBS) now offers direct deposit for employee claim payments

Employees can now authorize GBS to direct deposit any member received insurance claim reimbursements. Any paper submitted reimbursement claims from Flexible Spending Accounts (FSA), Reimbursable Deductible Allowances (RDA), member paid claims, and provider filed claims payable to members can be paid via direct deposit. Please call or email Human Resources to get the direct deposit application form at (660)234-7914 or hrohn@adaircomo.com.

Access to a doctor anytime, anywhere

Teledoc doctor services are now available!

Teledoc doctor services offers members a **FREE** consultation from a doctor anytime, anywhere. All employees and dependents enrolled in the county sponsored healthcare plan can use Teledoc doctor services.

Simply log in to your Group Benefit Services (GBS) member account, click on the right-hand side **Telehealth link** to set up your Teledoc account. Once setting up your Teledoc account you will have to complete a brief medical history prior to requesting an consultation.

Teledoc is a simple new way to access qualified doctors and is a convenient and affordable option for quality healthcare.

Teledoc doctors can treat many medical conditions, including:

- * Cold & Flu Symptoms
- * Allergies
- * Sinus Problems
- * Ear Infections
- * Urinary Tract Infections
- * Respiratory Infection
- * Skin Problems

Our medical plan provides members with a

FREE annual vision screening

It's true, and easy to use! Since there's no vision network provider required, simply visit any eye care provider you like for the screening and you're covered at 100%, up to \$100 annually. If your chosen provider doesn't accept your insurance, then the cost of the screening will be reimbursed to you up to \$100 with proper documentation.

2018 Insurance Plan ID Cards

Employees will receive their new cards in the mail. The cards will be mailed directly to you, the employee, at the mailing address provided on your enrollment form.

New Group Number

Your new plan ID cards will be in the same format as before with only one small update—**our group's previous four-digit group number will be replaced by our group's new five-digit group number.**

New Plan ID Cards

Employees should receive their new plan ID cards **the first week of January 2018**, if not before then. The **new cards will be effective January 1**, so if you receive the new ID cards before the end of 2017, you should wait to use them until after the first of the year.

Additionally, **if you continue to use your old plan ID cards after the first of the year you may not be able to access all of your benefits.**

If you need to access your benefits prior to receiving the new plan ID cards contact Group Benefit Services (GBS) Eligibility Department at (800) 995-3569 to receive your information.

New FSA Plan Cards

Likewise, those employees who have elected a 2018 Flexible Spending Arrangement (FSA) plan will also be issued a **new 2018 FSA plan credit card** which are **estimated to be delivered the first week of January 2018**. Please **allow approximately 15 calendar days to receive your new FSA cards**. This delivery estimate includes both enrollment processing and card shipping time.

2017 FSA plan cards will expire on December 31, 2017, and your new 2018 FSA plan cards will activate on January 1, 2018.

If you have an FSA claim from 2017 that needs to be paid after January 1, you will need to file a paper FSA claim form. **The new 2018 FSA cards will not work for 2017 claims.**

QUESTIONS?

If you have any questions about the new plan ID cards, call GBS at (800) 995-3569 Monday-Friday 8 a.m.-5 p.m. or email GBS at Eligibility@gsbitpa.com.



Angie Farmer, Recorder's Office, demonstrates some office exercise by doing curls using her tape dispenser and stapler. Looking good Angie!

Get To Know The Employee Manual

Family Medical Leave Act (FMLA) Notice

The Family and Medical Leave Act (FMLA) entitles eligible employees of Adair County to take unpaid, job-protected leave for specified family and medical reasons.

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Has worked for the employer for at least 12 months
- Has at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave

Eligible employees may take leave for one or more of the following reasons:

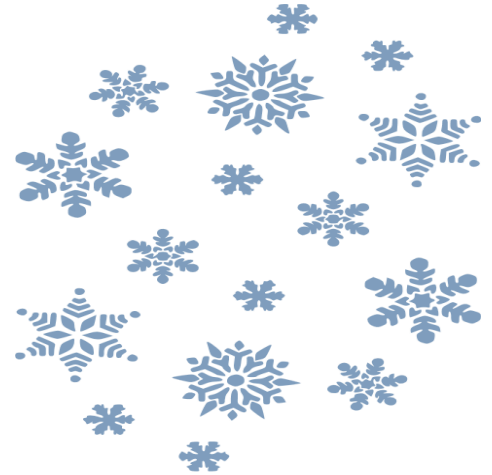
- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care
- The care of a spouse, son, daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request.

Eligible employees may take up to 12 workweeks of leave in a 12-month period.

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy.

For more details about Adair County's Family Medical Leave Policy please see page 50 of the Employee Manual.



Severe Weather Policy

In the event of severe weather conditions or unexpected events, it will be up to the Department Head/Elected Official of your particular office on whether or not your office will close. The courthouse will remain officially opened as Maintenance, the Sheriff's Office and the Road and Bridge Department will still be working in inclement weather, but if the elected official closes their office for the day, you will not be paid for hours not worked. However, with supervisor approval, you may use vacation leave for these absences. Sick Leave can not be used for this particular situation.

For more details about Adair County's Severe Weather Policy please see page 29 of the Employee Manual.

Service Recognition Awards



Left to Right: Angela Platz-5 Years, Scott VanWye-10 Years, Sandy Collop-10 Years, Kirby Bailey-15 Years, and Phil McIntosh-20 Years.

Not Pictured: Pam Ashford-5 Years, Greg Lawrence-10 Years, Grace March-15 Years, and Jason Lene-20 Years

CONGRATULATIONS TO ANGELA PLATZ WINNER OF THE 2017 GARY JONES EMPLOYEE RECOGNITION AWARD



Angela Platz, Public Administrator Deputy, received the 2017 Gary Jones Employee Recognition Award on December 20, 2017 during Adair County's Annual Christmas luncheon. The Gary Jones Employee Recognition Award is given to a county employee that has shown excellence in the area of job performance, leadership, and initiative. The employee also must exhibit a positive attitude, and demonstrated excellence in the area of building strong internal and external relationships.

Angela has been employed with the county for 5 years.

Angela (right) is pictured with Adair County Public Administrator Rhonda Noe.

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Annual Christmas Luncheon

GOOD FOOD!



GREAT PEOPLE!



HOLIDAY CHEER!