

# Employee Newsletter

## January 2019

### 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
01/16	Matthew Hoewisch	Sheriff's Office
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

<b>Tuesday January 1</b>	<b>County Offices Closed</b>	<b>News Year's Day</b>
<b>Monday January 21</b>	<b>County Offices Closed</b>	<b>Martin Luther King Jr. Holiday</b>
<b>Tuesday February 12</b>	<b>County Offices Closed</b>	<b>Lincoln's Birthday</b>
<b>Monday February 18</b>	<b>County Offices Closed</b>	<b>President's Day</b>

### Service Anniversaries

01/01	10 yrs	Robert Atkinson	Sheriff's Office	01/01	10 yrs	Mark Thompson	Commissioner
01/01	12 yrs	Sandy Collop	Clerk	01/01	10 yrs	Sharon Young	Sheriff's Office
01/01	10 yrs	Bob Hardwick	Sheriff	01/03	2 yrs	Tracy Hunter	Recorder's Office
01/01	10 yrs	Bill King	Commissioner	01/09	7 yrs	Angela Platz	Public Admin Office
01/01	16 yrs	Karla Kramer	Prosecutor's Office	1/14	1 yr	Matthew Frederick	Sheriff's Office
01/01	4 yrs	John Malloy	Sheriff's Office	1/14	1yr	Mikeal Groza	Sheriff's Office
01/01	6 yrs	Rhonda Noe	Public Admin Office	1/14	1 yr	Matthew Hoewisch	Sheriff's Office
01/01	14 yrs	Kim Salter	Treasurer's Office	1/14	1 yr	Broxton Powell	Sheriff's Office
01/01	36 yrs	Pat Shoush	Recorder	01/30	2 yrs	Tyler Summer	Road & Bridge
01/01	24 yrs	Lori Smith	Treasurer				

**EMPLOYEES DO NOT HAVE TO REACH  
OR MEET THEIR DEDUCTIBLES IN ORDER  
TO SUBMIT FOR RDA REIMBURSEMENTS**



### **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 and co-payments 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 and co-payments annually.* To receive a reimbursement, employees simply submit payment receipts and 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@adaircomo.com](mailto:hrohn@adaircomo.com). 2018 expenses can be submitted until March 31, 2019. 50% of unused RDA allowances, not claimed by March 31st each year, carries over into the following year with a maximum cumulative carryover limit not to exceed your annual deductible amount.



## **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](mailto:hrohn@adaircomo.com).

## **2019 Insurance Plan Member ID Cards**

**Employees will NOT receive new insurance cards for 2019 unless employees elected changes for 2019.**

Employees expecting new insurance cards, please review your insurance cards when they arrive for accuracy.

If you need to access your newly elected benefits prior to receiving your member ID cards or you do not receive your cards, please contact Group Benefit Services (GBS) Eligibility Department at (800) 995-3569 or contact Human Resources at (660)234-7914 or [hrohn@adaircomo.com](mailto:hrohn@adaircomo.com) to obtain temporary cards or request new cards.

## **FSA Cards (Debit Cards) Will Not Change**

Employees who have elected a 2019 Flexible Spending Account (FSA) that had a plan in 2018 will not be issued new FSA Cards. Your old FSA debit cards will simply be reloaded with your 2019 amounts.

### **Please Note:**

After December 31, 2018, employees must file a paper FSA claim form in order to receive reimbursement. 2018 FSA claims can be submitted until March 31, 2019. Contact Group Benefit Services (GBS) Eligibility Department at (800) 995-3569 or contact Human Resources at (660)234-7914 or [hrohn@adaircomo.com](mailto:hrohn@adaircomo.com) to get FSA claim forms or if you need assistance submitting an FSA reimbursement.

**2018 Flexible Spending Account money cannot be carried over into 2019.**

# 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 proceeding 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.

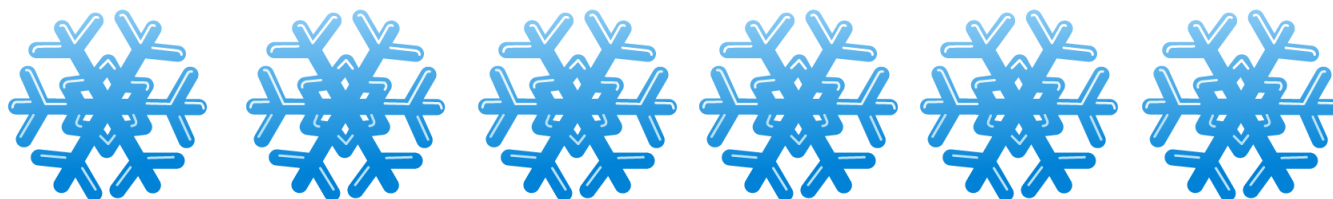
*For more details about Adair County's Family Medical Leave Policy please see page 50 of the Employee Manual.*



## 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.*



## CONGRATULATIONS TO DALE STANDFUSS WINNER OF THE 2018 GARY JONES EMPLOYEE RECOGNITION AWARD



Dale Standfuss, Building and Grounds Crew Member, received the 2018 Gary Jones Employee Recognition Award on December 19, 2018 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. Dale has been employed with the county for 9 years.

*Dale (right) is pictured with Adair County 2nd District Commissioner Mark Thompson.*

## Service Recognition Awards

15 Years



Dana Buster  
Prosecuting Attorney's Office

15 Years



Karla Kramer  
Prosecuting Attorney's Office

35 Years



Pat Shoush  
Recorder

15 Years



Randy Watson  
Road & Bridge

20 Years



Celesta Boltz  
Assessor's Office

8 Years



Stanley Pickens  
Presiding Commissioner

*Not pictured: Dave Hurt (Sheriff's Office)-5 Years, Rhonda Noe (Public Administrator)-5 Years, Mary McGoldrick (Sheriff's Office)-5 years, Mary Walitshek (Assessor's Office)-10 Years*

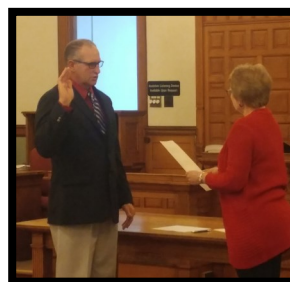
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# SWEARING IN CEREMONY



Newly elected and appointed County Officials were sworn in on Thursday December 20, 2018. Pictured above from left to right: Mark Shahan-Presiding Commissioner, Judge Kristie Swaim-Associate Circuit Judge, Matt Wilson-Prosecuting Attorney, Kent Bryant-Assessor, Sonja Harden-Collector of Revenue, Lori Smith-Treasurer, Sandy Collop-County Clerk, Linda Decker-Circuit Court Clerk, and Pat Shoush-Recorder of Deeds.



# 2019 Christmas Carry-In

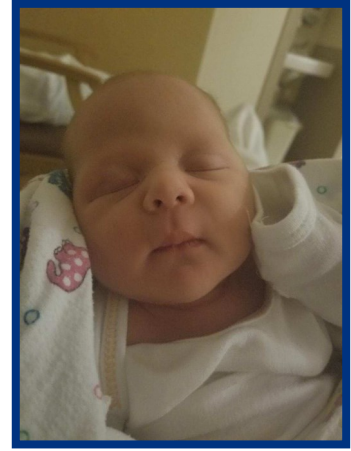


A TERRIFIC LUNCH WITH AMAZING EMPLOYEES!



## Awesome Baby News!

Congratulations to Tyler Summers (Road & Bridge Driver) and his wife Elisabeth on the birth of their baby girl Mackenzie on January 3, 2019. She weighed 7lbs 4oz and joins two sisters Sadie (age 8) and Hallie (age 6). Mackenzie is absolutely gorgeous and this sweet baby girl along with her big sisters will be keeping mom and dad very busy!



## Public Administrator's Office Host Annual Christmas Party



On December 7, 2018 Public Administrator Staff hosted a Christmas party for Adair County residents who have been assigned guardianship and/or conservatorship through the Public Administrator's Office. The event was well attended and a good time was had by all!



Shelly story serves up some delicious snacks



Vicki Robinson oversees the punch distribution



Rohnda Noe (right) visits with party goers



Angela Platz (left) checks in on party guests

