

Employee Newsletter

January 2022

Birthday Wishes

01/02	Jeff Gottman	Sheriff's Office
01/04	Kendi Kirchner	Sheriff's Office
01/07	J.B. Hamlin	Road & Bridge
01/12	Lori Smith	Treasurer
01/17	Kim Salter	Treasurer's Office
01/17	Mark Thompson	Commissioner
01/18	Terry Pearson	Assessor's Office
01/20	Taylor Hurley	Sheriff's Office
01/30	Jerid Sayre	Road & Bridge

Important 2022 Dates

Monday January 17	Martin Luther King Jr. Holiday	County Offices Closed
Friday February 11	Lincoln's Birthday	County Offices Closed
Monday February 21	President's Day	County Offices Closed

Welcome New Employees

Kasey Jones	Sheriff's Office
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Service Anniversaries

01/01	13 yrs	Bill King	Commissioner	01/01	15 yrs	Sandy Collop	Clerk
01/01	7 yrs	John Malloy	Sheriff's Office	01/01	1 yr	Eldon Grissom	Sheriff
01/01	19 yrs	Karla Kramer	Prosecutor's Office	01/03	5 yrs	Tracy Hunter	Recorder's Office
01/01	17 yrs	Kim Salter	Treasurer's Office	01/09	10 yrs	Angela Platz	Public Admin Office
01/01	27 yrs	Lori Smith	Treasurer	01/11	20 yrs	Wanda Sizemore	Clerk's Office
01/01	13 yrs	Mark Thompson	Commissioner	01/19	7 yrs	Anita Slaughter	Collector's Office
01/01	3 yrs	Mark Shahan	Commissioner	01/29	2 yrs	Andrew Irvine	Sheriff's Office
01/01	39 yrs	Pat Shoush	Recorder	01/30	5 yrs	Tyler Summer	Road & Bridge
01/01	9 yrs	Rhonda Noe	Public Admin Office				

EMPLOYEES DO NOT HAVE TO REACH OR MEET THEIR DEDUCTIBLE 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 hkelley@adaircomo.com. 2021 expenses can be submitted until March 31, 2022. 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.

2022 Insurance Plan Member ID Cards

Employees will receive new insurance cards for 2022

All Employees will receive new insurance cards for 2022. 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 hkelley@adaircomo.com to obtain temporary cards or request new cards.

Flexible Spending Account (FSA) Information

You have until December 31, 2021 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 debit card swipes will be accepted until midnight on December 31, 2021 and paper FSA reimbursement forms will be accepted until March 31, 2022 for any 2021 expenditures.

*Important Note: The CARES Act of March 2020 expanded the benefits FSAs by **removing the prescription requirement** for several over-the-counter (OTC) drugs and medicines, and by adding feminine hygiene products to the list of expenses eligible for reimbursement.*

2021 Flexible Spending Account money cannot be carried over into 2022.

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 71 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 "County" 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 28 of the Employee Manual.

News From Around the County

2021 GARY JONES EMPLOYEE RECOGNITION AWARD

Nathan Frazier, Assistant Detention Center Director for the Sheriff's Office, received the 2021 Gary Jones Employee Recognition Award. 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.

Sheriff Eldon Grissom nominated Nathan by submitting the following:

"Nathan Frazier is a four- year, seasoned corrections officer. Through hard work and attention to detail, Frazier was quickly promoted to Assistant Jail Director with the Adair County Sheriff's Office. During his career, he has proven to be a dedicated employee, always thinking outside the box of normality and generating new, innovative ideas for improvement. He spends countless hours training new employees regarding their newly assigned duties. He is an OC (Pepper Spray) instructor and is assigned to re-certify all employees whether on the detention side or the deputy side of the office. Due to constant employee shortages, Frazier is always willing to fill the vacancies, working any shift needed, to keep the detention center operating. He is patient with detainees and employees and treats them fairly and equally. Frazier has an uplifting personality with humility which resonates to others. He creates and maintains a positive work atmosphere and sets a good example for others to follow. There are not enough words to describe what a valuable asset he is to this office. In today's times, it is hard to maintain anyone in law enforcement, let alone to have a positive outlook, but Frazier is the exception."

Nathan was announced as the winner of the Gary Jones Employee of the Year Award during the Annual Christmas Carry-in held on Tuesday December 14, 2021. Congratulations Nathan and thank you for all you do for Adair County!



Pictured Above: Assistant Detention Center Director Nathan Frazier (center) receives the 2021 Gary Jones Employee of the Year Award from Detention Center Director John Axsom (left) and Sheriff Eldon Grissom (right).

Service Recognition Awards

5 YEARS



George Kramer— Prosecuting Attorney's Office
pictured with Commissioner Mark Shahan

10 YEARS



Karen Hammons— Collector's Office
pictured with Commissioner Mark Shahan

10 YEARS



Betty Shahan— Clerk's Office
pictured with Commissioner Mark Shahan

10 YEARS



Shelley Story— Public Administrator's Office
pictured with Commissioner Mark Shahan

10 YEARS



David Goring— Assistant Prosecuting Attorney
pictured with Commissioner Mark Shahan

30 YEARS



Kim Kriegel—Building and Grounds
pictured with Commissioner Bill King,
Commissioner Mark Shahan, and Commis-
sioner Mark Thompson

30 YEARS



Lonnie Harris—Road and Bridge
pictured with Commissioner Bill King,
Commissioner Mark Shahan, and Commis-
sioner Mark Thompson

Not pictured: Bradley Broadwell (Sheriff's Office) - 5 Years, Juan Chairez (Sheriff's Office) - 5 Years, and Kelly Koenig (Sheriff's Office) - 15 Years

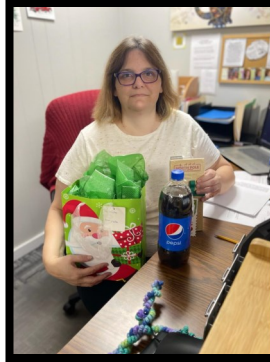
Participants in the Secret Santa's Gift Exchange

Not pictured: Mary Walitshek– Assessor's Office, Tiffany Haley– Assessor's Office, and Sonja Harden– Collector.

*Kim Kriegel,
Building and
Grounds*



*Karla Kramer,
Prosecuting
Attorney's
Office*



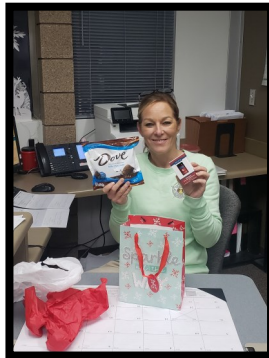
*Diana Thomas,
Road and
Bridge*



*Dana Buster,
Prosecuting
Attorney's
Office*



*Rose Montgomery,
Sheriff's Office*



*Sandy Collop,
County Clerk*



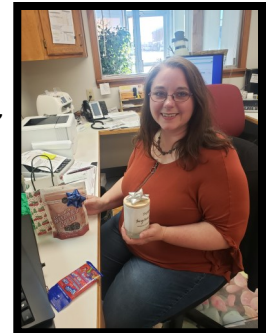
*Lori Smith,
Treasurer*



*Brittney Lewis,
Prosecuting
Attorney's
Office*

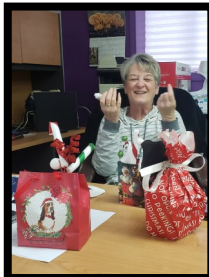


*Teresa Sullivan,
Collector's
Office*



*Sue Morton, Rural HUD
Office*

*Sue had so much fun
with her Secret Santa
gifts—All the pictures
had to be shared!*



Deputy Charlie Truitt did not participate in the Secret Santa Gift Exchange, but please make sure to tell him you saw his picture in the newsletter (because nobody reads it anyway) 😊