

**ADAIR COUNTY COMMISSION MINUTES  
WEDNESDAY, MARCH 2, 2016  
14TH DAY JANUARY ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on March 2, 2016 in the Courthouse at Kirksville. Presiding Commissioner Pickens and Commissioner Adams were present. Commissioner Thompson was attending the CCAM State Board meeting in Jefferson City.

Commissioner Adams moved to accept changes to the Adair County Employee Handbook as presented by Adair County Human Resource/Grant Writer, Beth Platz. Commissioner Pickens seconded the motion. The changes will be noted in all Adair County Employee Handbooks. Changes include:

Page 51 No. 11 - .....five consecutive workdays will be required to complete FMLA paperwork..... It is the policy of the County of Adair to concurrently run comp time first, followed by sick time, then vacation time with FMLA leave;

Page 52 No. 16 - \*\* Regarding holiday pay while on FMLA unpaid leave: You are not eligible to receive holiday pay when you are on an unpaid leave of absence. FMLA for personal or family leave is considered unpaid leave, even when we require you to run personal time concurrent with the Leave\*\*

Page 54 No. 4 – Employees who serve in U. S. military organizations or National Guard shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time, and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of 120 hours in any federal fiscal year.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made at the workplace for your absence. This is in accordance with the Missouri State Statute.

<http://moga.mo.gov/mostatutes/stathtml/10500002701.html?&me=military%20leave>

Page 60 Procedures: - ... Also, please find a copy for your convenience in the back. ....

A) Supervisor should send a Medical Authorization Form with injured employee for medical staff if possible. I have added a copy of one that can be found in the back of the manual.

Page 89 No. 9 – You are required to wear a seat belt while operating the County Vehicle.

No. 10 – Usage of cell phones while driving is not permitted.

No. 11 – No smoking allowed in a county vehicle.

Presiding Commissioner Pickens signed Invoice #12 for BRO (50) Adair County Low Water Crossing on County Line Way.

The Commission spent the rest of the day attending to County business.

The Adair County Commissioner adjourned at 4:00 p.m. on March 2, 2016.

Continued on page 246

ATTEST:

Dandra Collop  
County Clerk

Stanley Pickens  
Presiding Commissioner