

ADDENDUM # 19
TO THE VIGO COUNTY
EMPLOYEE AND MANAGEMENT
HANDBOOK DATED OCTOBER 2007

On December 27, 2012 the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007:

In Section V Compensation - Subsection 5.9, titled Weather Emergencies, the entire section will now read:

If the County offices are closed by order of the Commissioners, full-time employees will receive their regular daily salary or wage for that day. If a part-time employee is scheduled to work the day the Commissioners have closed the County offices, his/her hours shall be rescheduled.

The provisions of this policy shall apply to employees on sick leave or any other leave approved prior to the Commissioners' decision to close County offices.

Meaning: Employees who were not at work at the time of the closing because they were already using approved sick, vacation, or personal day and/or leave time will be paid according to policy and attendance/service records will be adjusted to show no penalty for the approved day and/or leave.

In addition, there will be non-exempt employees from departments or offices, which must provide public safety services during emergencies. During emergencies, employees of these departments or offices will be expected to report for duty. Non-exempt employees that are called in to work due to "emergency" situations will be compensated at time and one half for the time worked outside of their normal schedule.

"Emergency" situations include weather related emergencies and other such matters of public safety deemed appropriate by a department head or supervisor and approved by the County Commissioners.