

ADDENDUM # 20
TO THE VIGO COUNTY
EMPLOYEE AND MANAGEMENT
HANDBOOK DATED OCTOBER 2007

On the 2nd day of April, 2013 the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007 (hereinafter "Handbook"):

Section V Compensation - Subsection 5.6, titled Overtime and Documentation, *additional paragraph g* shall read as follows:

g. Irrespective of the foregoing provisions, if the public safety departments of Vigo County Government, including, but not limited to, Vigo County Highway Department, Vigo County Emergency Management, Vigo County Sheriff's Office, receive a call indicating an immediate response outside of normal business hours is necessary to deal with an emergency situation; the department head of the responding department, or the responsible elected official shall authorize the required personnel to respond and resolve the emergency situation which required immediate attention.

Those employees of the public safety departments of Vigo County Government who are required to respond to an immediate emergency situation occurring outside of normal business hours, as established by the department head or the responsible elected official, shall be compensated at the rate of one and one-half times their normal rate of pay, regardless of whether or not they have already worked eighty (80) hours in the given bi-weekly pay period.

Complete and accurate records of actual hours worked in responding to the immediate emergency situation must be maintained. Such records of actual hours worked shall be maintained by the responsible department head and, if requested, turned over to the responsible elected official and verified by the designated responsible department head. No overtime may be paid as compensatory time off or as additional wages, unless the overtime is supported by such documentation.

This policy shall not apply to routine overtime situations occurring in the public safety departments of Vigo County. Therefore, for those routine overtime situations the policy requiring eighty (80) "hours worked," as defined in the handbook, in a bi-weekly pay period, before any overtime is paid, shall apply.

A non-exclusive list of examples: auto-accident requiring immediate clean up, obstruction in the roadway, and dangerous roadway conditions; all occurring outside of normal business hours.