

**ADDENDUM # 10**  
**TO THE VIGO COUNTY**  
**EMPLOYEE AND MANAGEMENT**  
**HANDBOOK DATED OCTOBER 2007**

On March 1, 2011 the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007:

In Section III - Subsection 3.6, titled Posting Vacancies – Paragraph (2) line (1) should now state:

When appropriations are met, Human Resources will prepare a vacancy announcement outlining the essential and nonessential functions, responsibilities, job requirements, job title, location, salary range, and the time, place and manner for making application. The minimum timeframe for a job posting will be five (5) business days. The screening, interviewing and selection process shall not take place until the posting timeframe is completed. The announcement shall be posted by Human Resources on official job boards, the County website or other conspicuous places, and may be made known to present employees by such other means as is deemed appropriate.