

#### Addendum #4

Effective January 15, 2019, the Vigo County Commissioners made the following addendum to the Vigo County Personnel Policies Handbook dated September 12, 2017:

##### Under **4.11 Employee Insurance** - Change

Medical Insurance is available for full-time employees and is paid partially by the County and partially by the employee. Specific details regarding eligibility and coverage are available in the Human Resources Department.

A full-time **New Hire** employee shall become eligible to apply for medical insurance when hired, effective the first day of the month following thirty (30) days of employment.

Elected Officials shall be eligible to apply for medical insurance for the entirety of the Elected Official's term in office.

All full-time employees and their eligible dependents are subject to any standards, policies, or restrictions set forth in any medical insurance program or medical contract, including a self-insurance program, approved by the Commissioners

Payment of the employee portion of the insurance premium shall be made by payroll deduction except during the period an employee is on a leave without pay in which circumstance the employee should make arrangements for payment of the employee portion of the employee portion of the premium by contacting the Payroll Deputy in the Auditor's Office.