

Addendum #9

Effective March 12, 2024, the Vigo County Commissioners made the following addendum to the Vigo County Personnel Policies Handbook dated September 12, 2017:

Under **3.2 Work Hours: Juvenile Justice Center** – Change

A regular workday for the Director, Assistant Director, and the Compliance Manager shall be 8:00 a.m. to 4:00 p.m. Monday through Friday with a one (1) hour unpaid lunch. These employees shall work a thirty-five (35) hour work week. A regular workday for the Senior Supervisor and Facilities Operations Manager shall be 8:00 a.m. to 4:00 p.m. Monday through Friday with a one (1) hour paid lunch. These employees shall work a forty (40) hour work week.

In departments which are open twenty-four (24) hours a day, Detention Staff that work at the Vigo County Juvenile Justice Center shall work a twelve (12) hour shift with a lunch break at their work station. These employees shall work eighty (80) hours in a pay period. Staffing will determine if an employee shall be allowed to leave their work station during these breaks. This will be determined by the Shift Supervisor based on minimum staffing requirements.

*Note – the title of Office Manager is now Compliance Manager. Also, an addition of a position with the title of Facilities Operations Manager.



Commissioner Ivan M. Morris



Commissioner Chris Switzer



Commissioner Mark Clinkenbeard