

ADDENDUM # 3
TO THE VIGO COUNTY
EMPLOYEE AND MANAGEMENT
HANDBOOK DATED OCTOBER 2007

On February 26, 2008 the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007:

In Section V - Subsection 5.6 - paragraph e, titled Compensation- Overtime and Documentation -paragraph e, shall be replaced by the following:

Under the Fair Labor Standards Act (FLSA) section 7(o), public sector employers may provide compensatory time off in lieu of monetary overtime compensation. The compensatory time off must be at the rate of not less than one and one half (1.5) hours compensatory time off for each overtime hour worked.

As a condition of use of compensatory time off in lieu of overtime payment in cash, an agreement of understanding must be reached prior to the performance of work. Vigo county requires a signed agreement. This agreement must follow section 7(o) of the FLSA.

The FLSA has ceilings, which is why we ask that compensatory time be used within thirty (30) working days of being earned.

The guidelines for compensatory time are as follows:

- Four Hundred Eighty (480) hours of compensatory time off represents three hundred twenty (320) overtime hours worked for employees engaged in public safety, emergency response, or seasonal activity.

- Two Hundred Forty (240) hours of compensatory time off represents one hundred sixty (160) overtime hours worked for all other employees.