

## 4.1 APPOINTMENT OF AGENCY MANAGERS

- (A) DEPUTY REGISTRAR: As deputy registrar, I agree to work in the agency at least \_\_\_\_\_ hours per week during the hours the agency is open to the public for business during the entire term of the contract.

I understand that the minimum requirement for deputy registrars is twenty (20) hours per week during the hours the agency is open to the public for business. I also understand that the Registrar intends to give more credit and additional consideration to a proposer who agrees to work more than the minimum hours. This twenty-hour requirement does not apply to County Auditors, Clerks of Courts, or nonprofit corporations.

- (B) OFFICE MANAGER: I understand and agree that I must appoint either myself or another reliable person to serve as the office manager for the agency, and that the office manager must be scheduled to work at the agency at least thirty-six (36) hours per week during the hours the agency is open to the public for business. It is my intention to:

\_\_\_\_\_ Appoint myself as the office manager and work at least thirty-six hours per week during the hours the agency is open to the public for business.

\_\_\_\_\_ Appoint another reliable person to serve as the office manager to work at least thirty-six hours per week during the hours the agency is open to the public for business.

- (C) ASSISTANT OFFICE MANAGER: I understand and agree that I must appoint a reliable person to be responsible for the management of the agency in the absence of myself and the agency office manager during the hours the agency is open to the public for business.

- (D) OTHER EMPLOYEES: I agree to maintain an accurate and current roster of my office manager, assistant office manager, and all other employees and their work schedules, as well as my own work schedule, on file and available to inspection by BMV employees at all times. I also agree to notify the BMV in writing immediately of any changes in the appointment of the office manager or assistant office manager, and to keep the employee roster complete and current.

\_\_\_\_\_  
Deputy registrar (proposer) signature

Date: \_\_\_\_\_