

**Resolution No. 2012 - 7765**

**A RESOLUTION**

**ESTABLISHING COUNTY OFFICE HOURS**

**WHEREAS**, Plumas County Code Section 2-4.201 (Ordinance 92-779, effective May 7, 1992) permits the Board of Supervisors by Resolution to establish County office hours for the transaction of business; and

**WHEREAS**, Resolution 2011-7722, which was the most recent statement of hours for County offices, needs to be updated to reflect reduced branch library hours.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors, County of Plumas, as follows:

1. County officers and department heads shall keep their respective offices open to the public for the transaction of business from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for County designated holidays.
2. Notwithstanding the above, exceptions to the general policy are as follows:

**A. Branch Libraries**

Quincy:	Monday	12:00 pm – 5:00 pm
	T, W	11:00 am – 6:00 pm
	Thursday	11:00 am – 7:00 pm
	Friday	11:00 am – 3:00 pm

Chester:	M, T, W	10:00 – 1:00 pm, 1:30 pm – 5:30 pm
	Thursday	Noon – 5:00 pm, 5:30 pm – 7:00 pm

Greenville:	M, T, W	10:00 am – 1:00 pm, 1:30 pm – 5:30 pm
	Thursday	Noon – 4:00 pm, 4:30 pm – 7:00 pm

Portola	M, T, W	10:00 am – 1:00 pm, 2:00 pm to 6:00 pm
	Thursday	Noon – 4:00 pm, 5:00 pm- 7:00pm

**B. Law Library – Courthouse**

As determined by the Plumas County Law Library Trustees.

**C. Animal Shelter**

Quincy	M, W, F	8:00 a.m. – 5:00 p.m.
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3. Notwithstanding the office hours established above, any office that has only one person on duty to receive the public on any day may close during the lunch hour between noon and 1:00 p.m., provided that a lunch closure note is posted at the public entry to the office.
4. Any remote County office in Greenville, Chester or Portola that has only one person on duty to receive the public may close when that person is either called away, sick or on vacation. In this case, the telephone shall ring forward to the main office at the County seat, a note shall be posted at the public entry to the office, and the closure for any extended period longer than one day shall be noted on the Internet web page.
5. Offices that have hours other than provided in Paragraph #1 above shall post the applicable hours at the public entrance, such notice being for the public's convenience.
6. Any office that must train all of their staff at the same time may close for training purposes, provided that the office is open to the public at least four hours on the day of training, and that notice of the change in public hours has been noted on the department's voice mail and Internet web page and posted continuously at the public entrance to the department at least ten days prior to the training.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, as a regular meeting of said Board held on the 13<sup>th</sup> day of March 2012 by the following vote:

**AYES:** SUPERVISORS SWOFFORD, THRALL, SIMPSON, MEACHER

**NOES:** NONE

**ABSENT:** SUPERVISOR KENNEDY

  
Chair, Board of Supervisors

**ATTEST:**

  
Clerk of the Board