

RESOLUTION NO. 12- 7818

ESTABLISHING COUNTY OFFICE HOURS

WHEREAS, Government Code section 24260 provides that county officers shall keep their offices open for the transaction of business during such hours and on such days as are fixed by the Board of Supervisors by ordinance or resolution;

WHEREAS, Plumas County Code section 2-4.201 provides that county officers and department heads shall keep their offices open for the transaction of business during such hours and on such days as are fixed the Board of Supervisors by resolution adopted from time to time and filed in the Office of the County Clerk; and

WHEREAS, previous resolutions establishing office hours and days are in need of revision.

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:	M	Noon - 5:00 p.m.
	T, W	11 a.m. - 6 p.m.
	Thurs.	11 a.m. - 7:00 p.m.
	Fri.	11:00 a.m. - 3:00 p.m.
Chester:	M,T,W	10:00 a.m. - 1:00 p.m., 1 :30 p.m. - 5 :30 p.m.
	Thurs.	Noon - 5:00 p.m., 5:30 p.m. - 7:00 p.m.
Greenville:	M, T, W	10:00 a.m. - 1 :00 p.m., 1:30 p.m. - 5 :30 p.m.
	Thurs.	Noon - 4:00 p.m., 4:30 p.m. - 7:00 p.m.
Portola:	M,T,W	10:00 a.m. - 1 :00 p.m. and 2:00 p.m. to 6 p.m.
	Thurs.	Noon - 4:00 p.m. and 5:00 p.m. -7:00 p.m.

B. Human Resources Department: Office hours open to the public 10:00 a.m. to 5:00 p.m.

C. Museum: At a minimum, the Plumas County Museum shall be open to the public from 8:00 a.m. to 5:00 p.m., Wednesday through Saturday, except for County designated holidays.

- D. Offices Operating on a four-day a week, nine-hour workday schedule ("4-9s"): Any offices whose personnel are working a 4-9s work schedule shall be open for the transaction of business as provided in paragraph 1, above, except that if a shortage of staff makes it necessary to close the office one day per week, the office shall be closed on Fridays.
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.
 7. This Resolution supersedes all prior resolutions pertaining to the subject of county office hours.

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 11th day of September, 2012, by the following vote:

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

NOES: NONE

ABSENT: NONE

Robert Meacher, Chair
Plumas County Board of Supervisors

ATTEST:

Nancy DaForno,
Clerk of the Board of Supervisors

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