AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Resolution; Adopting the Standard Hours of Operati

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached resolution and policy. C.R.S. §30-10-109 mandates that office hours of operation must be set by resolution of the Board of County Commissioners for each Colorado county.

Fiscal Impact: N/A

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:
ok db 2/114/18

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 2/14/2018 Certificate of Insurance Required

Yes ○ No ◉

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 2/15/2018

◉ Consent Agenda ○ Regular Agenda ○ Worksession Time Allotted: 0

Agenda Date: 2/20/2018

Revised April 2015

BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY, COLORADO
RESOLUTION NO. 2018-___

A RESOLUTION ADOPTING THE STANDARD HOURS OF OPERATION POLICY

WHEREAS, Gunnison County has established a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

WHEREAS, C.R.S. §30-10-109 mandates that office hours of operation must be set by resolution of the Board of County Commissioners for each Colorado county.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that the attached Standard Hours of Operation Policy (Exhibit A) is adopted and effective upon signature below.

INTRODUCED by Commissioner _____, seconded by Commissioner _____, and adopted this 20th day of February, 2018.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO

_____
Phil Chamberland, Chairperson

_____
Jonathan Houck, Commissioner

_____
John Messner, Commissioner

Attest:

_____
Deputy County Clerk

EXHIBIT A

Policy Name:	Standard Hours of Operation Policy			Policy Number:	1.2.9.3
Approval Authority:	Gunnison County Board of County Commissioners			Date of Adoption:	2/20/2018
Effective Date:	2/20/2018	Adoption Document:	Resolution #2018-		
Review Date:	2/20/2023	Review Frequency:	Every five (5) years.	Policy Custodian:	Administration Department

PURPOSE

Pursuant to C.R.S. §30-10-109, this policy was created by the Board of County Commissioners to further its accountability to the citizens of Gunnison County, Colorado.

SCOPE

This policy applies to all Gunnison County elected and non-elected offices, as outlined below.

DEFINITIONS

Business Days: Monday through Friday of each week, with the exception of posted holidays.
Lunch Hour: 12 – 1 pm.

POLICY STATEMENTS

Notwithstanding special circumstances such as facility issues, attendance at special County meetings or events, or other official off-site duties, Gunnison County offices shall minimally be kept open for the transaction of County business during the designated hours outlined below.

Office	Hours
Administration	8 am – 5 pm
Airport Administration	8 am – 5 pm
Alternative Services	8 am – 5 pm
Assessor	8 am – 5 pm
Attorney	8 am – 5 pm
Clerk & Recorder	8 am – 5 pm
Community and Economic Development	8 am – 5 pm
Coroner (1)	By Appointment
Elections	8 am – 5 pm
Emergency Management	8 am – 5 pm
Fairgrounds	8 am – 5 pm
Geographic Information Services	8 am – 5 pm
Health and Human Services	8 am – 5 pm
Juvenile Services	8 am – 5 pm
Motor Vehicles (2)	8 am – 4:30 pm
Public Trustee	8 am – 5 pm
Public Works (3)	7 am – 4:30 pm
Recording	8 am – 5 pm

Sheriff [4]	8 am – 5 pm
Treasurer	8 am – 5 pm

These scheduled hours are considered the minimum timeframe that the offices must be open (i.e., offices are permitted to open earlier or remain open later than what is outlined above). Individual offices may opt, but are not required, to remain open for during the lunch hour in order to assist customers; lunch hour closure(s) should not extend beyond the 12 – 1 pm timeframe.

If an office must close during any portion of the regular hours outlined above due to special circumstances, signage will be placed at the entry to clearly state the reason for the closure and the estimated time for reopening.

Subject to this policy, a department head may establish, upon final approval from the County Manager, a flex-time workweek for any of his/her employees. Any flex-time workweeks created will ensure that the office days and hours above are maintained so that customer access is not impeded, and no more than forty (40) hours are worked in a regular workweek by a non-exempt employee. In opting for such a schedule, the established flex-time workweek will be used for determination of overtime.

Exception Notes:

[1] The Coroner is regularly subject to unpredictable on- and off-site hours of operation, so the physical office location is permitted to provide services by appointment.

[2] The Motor Vehicle office accepts its last customer at 4:30 pm due to the amount of time necessary to process each request, and tabulate and process daily revenues. However, office staff will not leave the worksite until at least 5 pm.

[3] The Public Works offices are permitted to close for lunch from 12:30 until 1:30 pm for lunch and at 4:30 pm due to the ongoing need to address road safety as early as possible, often prior to 7 am, especially during inclement weather.

[4] The County Sheriff shall be subject, at all times, to the command of the people, and thereof shall at all hours, night and day, be prepared to attend such duties as may reasonably be required of the Sheriff's Office.

COMPLIANCE

This policy shall be complied with in all respects. Any deviation from this schedule for any reason other than to perform official duties must be pre-approved by either the Board of County Commissioners for elected offices or by the County Manager for all non-elected offices.

Temporary or permanent revisions to this policy may occur and every attempt will be made to provide prior notice of any such change. However, when deemed necessary in order to fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice.

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

- C.R.S. §30-10-109