

Title: Administrative Policy County Office Hours	Policy No. Part 1, County Administration Chapter 3, Operations Section 1
	Effective Date June 16, 2020
Policy Custodian County Manager	Adoption/Revision Date June 16, 2020

Adopting Resolution(s): CC20-147

References (Statutes/Resos/Policies): 30-10-109 C.R.S.; Temporary Closure of County Facilities or Reduction or Suspension of County Services Policy; CC06-562, CC18-376

Purpose: To designate County Office Hours

Policy: County Office Hours

A. Office Hours

1. All county offices shall be kept open for the transaction of county business Monday through Thursday
2. Office hours shall be set by the Elected Official or Department/Division Director.
3. Exceptions may be permitted when:
 - a. Any such day falls upon a legal holiday as designated by the Jefferson County Personnel Board,
 - b. Closures are necessary as allowed in the Temporary Closure of County Facilities or Reduction or Suspension of County Services Policy, or