

**ESTABLISHING OFFICE HOURS FOR COUNTY OFFICES;
REPEALING RESOLUTION NOS. 87-74 AND 229-92**

Offered by: Ways & Means Committee

Pursuant to County Law Section 206

WHEREAS, Section 206 of the County Law authorizes the Board of Legislators to fix the hours that the County Clerk, County Treasurer, Clerk of the Board of Legislators, the Civil Office of the Sheriff, and other County departments shall be kept open for the transaction of business, and

WHEREAS, Allegany County desires to fix the hours that offices shall be kept open for the transaction of business and establish standardized core hours of operation, now therefore, be it

RESOLVED:

1. All County offices except Community Services shall be kept open for the transaction of business every day, from 8:30 a.m. to 4:00 p.m., except Saturdays, Sundays and holidays; said hours shall be known as the core hours of operation.

2. That in addition to the core hours of operation, the County Administrator is authorized to approve County offices, on a case-by-case basis, to extend their office hours between 8:00 a.m. and 8:30 a.m. and between 4:00 p.m. and 5:00 p.m.

3. That within the core hours of operation, the County Administrator is authorized to approve County offices, on a case-by-case basis, to close for a lunch period if minimum staffing requirements for the transaction of business cannot otherwise be met.

4. That the County Administrator is authorized to approve County offices, other than the County Clerk, County Treasurer, Clerk of the Board of Legislators, and the Civil Office of the Sheriff, to be kept open for the limited transaction of business at such other times and days not inconsistent with law or Resolution of this Board and as are necessary for the effective and efficient provision of public services.

5. That for the purposes of this Resolution, the word holiday means those public holidays set forth in Section 24 of the General Construction Law of the State of New York or as otherwise defined by Resolution of this Board.

6. That the Community Services office shall be kept open for the transaction of business at least thirty-five hours per week, but no regular office hours shall be scheduled on Sundays or holidays. The days and times of business hours shall be established by the County Community Services Board except as limited above.

7. That the hours hereby fixed to keep County offices open for the transaction of business shall not alter the terms and conditions of any collective bargaining agreement.

8. That Resolution No. 87-74 is hereby REPEALED.

9. That Resolution No. 229-92 is hereby REPEALED.

10. That this Resolution shall take effect June 1, 2019.

I, Brenda Rigby Riehle, Clerk of the Board of Legislators of the County of Allegany, State of New York, do hereby certify that the foregoing constitutes a correct copy of the original on file in my office and the whole thereof of a resolution passed by said

Board on the 11th day of March, 2019.

Brenda Riehle Riehle Dated at Belmont, New York, this 12th day of March, 2019

Clerk, Board of Legislators, Allegany County

Moved by Stockin Seconded by Curran VOTE: Ayes 12 Noes 1 Absent 2 Voice _____

Voting No: Healy
Absent: Fanton, Havey