

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 62 - 2023

PRESCRIBING DAYS AND HOURS COUNTY OFFICES SHALL BE KEPT OPEN FOR THE TRANSACTION OF BUSINESS

WHEREAS RCW 36.16.100 requires the BOCC to prescribe county office hours by resolution; and

WHEREAS hours were last prescribed by Resolution P-22 in 1958 and are no longer current; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF OKANOGAN COUNTY that Resolution P-22 (1958) is hereby repealed; and

BE IT FURTHER RESOLVED that, unless otherwise stated, Okanogan County offices shall be kept open for the transaction of business Monday through Friday, except for holidays. Hours for each office will be published on the County website and posted at the main entrance to each office.

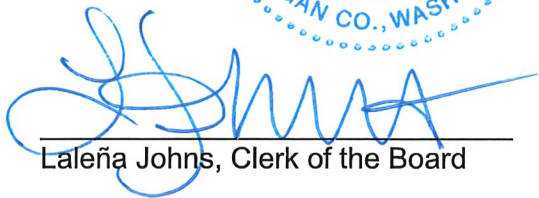
County offices, unless otherwise stated, shall at minimum be kept open for the transaction of business from 9 am to 4 pm. Exact hours of business beyond those minimums shall be within the discretion of the elected official or department head taking in to consideration the capacity of the office and the needs of the public.

BE IT FURTHER RESOLVED that BOCC hereby adopts the policy attached as Exhibit A and titled County Office Hours.

DATED this 30th day of may, 2023, at Okanogan, Washington.

ATTEST:




Laleña Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN COUNTY, WASHINGTON**


Chris Branch, Chairman


Andy Hover, Vice Chairman


Jon Neal, Member

Attachment A

OKANOGAN COUNTY POLICY & PROCEDURE

Subject: County Office Hours	Reference Number:
	62-2023
Department: Countywide	Date Adopted: 5/30/2023
	Page 1 of 2

1. **PURPOSE:** To establish county office hours as required by RCW 36.16.100.
2. **REFERENCES:**
 - RCW 36.16.100
 - Ordinance 2023-15
 - Resolution 62-2023
 - Resolution R. 73 (1964)
3. **COUNTY HOURS FOR TRANSACTION OF BUSINESS:** Okanogan County offices shall be kept open for the transaction of business Monday through Friday, except for holidays. The BOCC recognizes that County offices are all unique in the services they provide to the public. The volume of business transactions each office encounters throughout the day varies from office to office. Some offices may have the need to open late and/or close early in order to have uninterrupted time to get other tasks done. While daily office hours providing 8 hours of time open to the public for business transactions is preferable, the BOCC recognizes that may not always be possible. Therefore, the BOCC is setting minimum hours in order to provide each county office with the flexibility each office needs. County offices, unless otherwise stated, shall at minimum be kept open for the transaction of business from 9 am to 4 pm. Exact hours the office is open for the transaction of public business beyond those minimums shall be within the discretion of the elected official or department head taking in to consideration the capacity and needs of the office and the needs of the public.
4. **HOURS TO BE PUBLISHED:** Hours for each office will be published on the County website and posted at the main entrance to each office.
5. **HOLIDAYS:**
 - a. **Observed Holidays:** Observed County holidays are New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day
 - b. **Holidays falling on a weekend:** If a holiday falls on a Saturday, the offices will be closed the prior Friday. If a holiday falls on a Sunday the offices will be closed the Monday following.

6. **LUNCH HOUR:** Elected officials and department heads shall have the discretion to determine whether their office needs to be open or closed for the transaction of business over the lunch hour. If an office is closed over the lunch hour that information must be published on the office webpage and posted at the main entrance to the department.
7. **EXEMPTIONS:** The county offices below are exempt from the minimum days and hours requirement for transaction of business.
- a. The Sheriff Department, Dispatch and Coroner are on call 24/7. In person office visits are by appointment only.
 - b. The public works department has the discretion to set days and hours that the central landfill and transfer station are open for business, consistent with the capacity of the department and the needs of the public. Days and hours of operation for the central landfill and transfer stations shall be posted on the county website.
 - c. Public Works area shops are closed on Fridays.
8. **TEMPORARY CLOSURES:**
- a. **Emergent:** Elected officials and department heads may temporarily change their office hours or close the office to accommodate staff illness, severe weather events, natural disasters and so forth, if no reasonable option to maintain regular hours is available. As soon as possible, the elected official or department head shall notify the Commissioner's Office of the need for the temporary change in hours or closure and shall publish the temporary hour change or closure on the office webpage and/or the main entrance to the department.
 - b. **Non-emergent:** Elected officials and department heads may temporarily close the office to accommodate staff training if staggering the training for staff is not an option and notice is published on the department webpage and the main entrance to the department at least 14 days in advance of the closure. Non-emergent closures for any other reason, must be approved by the BOCC.
9. **EARLY CLOSURES:** Elected officials and department heads, in their discretion and taking the needs of the public into consideration, may authorize early closure on Christmas Eve and New Years' Eve, but not before 12:00 p.m. noon without prior approval by BOCC.