

## General Business Hours for Tompkins County Government Offices and Departments

**Objective:**

To establish general business hours for the County organization as a whole in order to give as much access to the public as is practical, recognizing that exceptions may apply.

**Procedure Number:**

01-30

**Reference:**

*(Laws both state and local)*

**Effective Date:**

*January 12, 1981*

**Responsible Department:**

*County Administration*

**Modified Date (s):**

*July 3, 2008*

**Legislative Policy**

**Statement:**

**General Information:**

The general business hours for Tompkins County offices and departments are Monday through Friday, 8:30 a.m. to 4:30 p.m. All county offices shall be kept open for the transaction of County business on the days and hours designated, except for holidays and for those offices/departments that are legally required to operate outside of the core hours (for example, Emergency Response, Sheriff's Office, Child Abuse Emergency Services).

Closing of County offices and departments within business hours is discouraged, except in the case of an emergency (also see Policy #01-42). If the need arises to close a County office or department during general business hours, the County Administrator's Office should be notified promptly.

**Resolution No.:**

**Next Scheduled Review:**

*July 2011*

**I. Definitions**

**II. Policy:**

**Procedure:**