

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

<b>Objective:</b>	To establish general business hours for the County creating uniformity throughout departments and to give as much access to the public as is practical, recognizing that exceptions may apply.	<b>Policy/Procedure Number:</b>	01-30
<b>Reference:</b> (All applicable federal, state, and local laws)		<b>Effective Date:</b>	January 12, 1981
<b>Legislative Policy Statement:</b>		<b>Responsible Department:</b>	County Administration
<b>General Information:</b>		<b>Modified Date (s):</b>	July 3, 2008; March 2019; January 17, 2023.
		<b>Resolution No.:</b>	2019-54; 2023-15
		<b>Next Scheduled Review:</b>	January 2028

**I. Definitions:** **Business Hours** - The hours during the day in which business is commonly conducted.

- II. Policy:**
- A.** The general business hours for Tompkins County offices and departments are Monday through Friday, 8:30 a.m. to 4:30 p.m. Accommodating employees or the public (i.e. clients, customers, vendors, etc.) with extended business hours beyond the County's general business hours is at the discretion of the Department Head.
- B.** All county offices shall be kept open for County business on the days and hours designated, except for those departments that are 24/7 operations or are required to operate outside of the core business hours, on County observed holidays and any additional days stated within each respective collective bargaining agreement.

County Observed Holidays Include:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day/Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

- C.** Closing of County offices and departments within business hours is strongly discouraged, except in the case of an emergency (Refer to *Administrative Policy 01-42: Closing, Suspension, or Modification of County Operations on an Emergency Basis* for further information regarding emergency closings).

**D.** Departments should stagger employee breaks so that continuous service is available throughout the day. It is acknowledged that departments may occasionally encounter staff shortages that will necessitate closing their office for an employee break. In such situations, the County Administrator or designee shall be consulted, and appropriate posting should be placed at department entrance.