

## **COUNTY FACILITIES BUSINESS HOURS**

### **Policy & Procedure 430**

#### **.1 COURTHOUSE HOURS**

All County and precinct offices shall be kept open for the transaction of business during such days and hours as the Board of County Commissioners shall by resolution prescribe per RCW 36.16.100.

#### **.2 DEPARTMENT CLOSURES**

All departments shall remain open during normal business hours unless prior approval has been received from the Administrator or the Board of County Commissioners (RCW 36.16.100). Anticipated time of return shall be clearly posted when departments are closed during business hours, including those with limited staff that have been given permission to be closed during the lunch hour.

Except as specifically approved, departments are expected to borrow staff from another department to cover the phones and assist the public if sufficient department staff is not present and another department has adequate staff to lend.