

RESOLUTION 02-2016

RESOLUTION ESTABLISHING OFFICE HOURS

WHEREAS, §7-4-102, MCA, stated that, unless otherwise provided by law, each officer shall keep the officer's office open for the transaction of business during the office hours determined by the governing body; and

WHEREAS, the Commission has consulted with the Elected Officials to determine their office hours; and

WHEREAS, other county offices, excluding Elected Officials, may require different office hours based upon the number of employees and availability, but that public access to staff and public documents must be maintained as best county department budgets permit.

NOW, THEREFORE, BE IT RESOLVED, that all Jefferson County Elected Official's offices shall be open between 8:00 a.m. and noon and 1:00 p.m. and 5:00 p.m. with the following exceptions:

County Attorney's Office	8:30 a.m. to 4:30 p.m.
Justice Court	9 a.m. to noon, 1 p.m. to 5 p.m.
Treasurer's Office	8 a.m. to 5 p.m.
Sheriff's Office	open 24 hours a day
County Superintendent of Schools	Mon & Tues 8 a.m. to noon, 1 p.m. to 5 p.m. Wed 8 a.m. to noon

DATED this 26th day of January, 2016.

ATTEST:

BONNIE RAMEY
CLERK AND RECORDER

BOB MULLEN, CHAIR

LEONARD WORTMAN, COMMISSIONER

CORY KIRSCH, COMMISSIONER