

CAYUGA COUNTY POLICY MANUAL
Section 51

Subject: Summer Office Hours for County Offices

Effective Date: 5/25/10; Res. 255-10

Supersedes Policy of:

Policy Title: Summer Hours

Objective: To Establish On Going “Summer Hours” for County Offices

Policy:

- (1) All County Offices, including, but not limited to, the Offices of the County Clerk, County Treasurer, Clerk of the Legislature, and Civil Office of the Sheriff, shall be open for business during the summer months of July and August of every year from this point on, from 8 a.m. to 4 p.m. each workday.
- (2) Department heads of other County Offices shall have the discretion to put part of their staff on a 9 a.m. to 5 pm workday if said department head is of the opinion that it is required by law or a necessity to furnish needed services.

The County of Cayuga hereby reserves unto itself the right to amend, modify, alter, or repeal the Summer Hours Policy at any time in order to provide for the efficient and effective provision of services on an economical basis.

Note: Policy shall be reviewed periodically by the County Administrator or his/her designee. Any revisions approved by the Legislature shall be distributed to departments.