

5-10-60-7

RESOLUTION NO. 255-10 (5/25/10)

GovOps&W&M-Cayuga County Policy Manual -05-10

AUTHORIZATION TO UPDATE AND ADOPT THE POLICIES OF THE COUNTY OF CAYUGA.

**BY: Mr. Fearon, Chairman, Government Operations Committee.
MR. Palermo, Chairman, Ways & Means Committee.**

WHEREAS, the County of Cayuga has adopted numerous policies and procedures for conducting county business and other policies were developed as mandated by statute; and

WHEREAS, these current policies have been reviewed, revised as needed and presented to the Legislature individually; and

WHEREAS; all current documents have been reviewed, revised as needed and formatted into one manual; now, therefore, be it

RESOLVED, that the County Legislature does hereby adopt the attached list of policies and procedures; and be it further

RESOLVED, that the policies be formatted in accordance to the direction of the Legislature and County Administrator, printed, and placed in manuals; and be it further

RESOLVED, that any future adoption of revisions to the above stated policies and procedures or newly adopted policies or procedures be updated in the Cayuga County Policy Manual; and be it further

RESOLVED, that this resolution take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 25th DAY OF MAY, 2010 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

5/26/2010 8:16AM


CLERK, CAYUGA COUNTY LEGISLATURE

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.