

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT 205**

**SUBJECT: BUILDING AND OFFICE HOURS**

**DATE APPROVED: MARCH 21, 2013**

**EFFECTIVE: IMMEDIATELY**

**REPLACES: 205 OF 11/21/88**

The Calhoun County standard office and building hours are between 8:00 A.M. and 5:00 P.M., Monday through Friday. Exceptions to the standard hours include, legal holiday observance as authorized by the Board of Commissioners pursuant to Policy #340 (Employee Benefits) or by order of the Board Chair or designee in an emergency.

The determination of whether or not to close a County Building or to curtail services as a result of an emergency shall be made by the Chair of the Board of Commissioners or a designated representative. Employees that are not required to report to work due to the closure shall be compensated for their scheduled lost hours.

A Department Head may also seek approval from the Administrator/Controller for an alternative office hour schedule, such as a four-day work week, provided that public service and/or service to other County departments are not significantly diminished. Flexible scheduling of employees is encouraged and may be instituted by a Department Head subject to Board Policy and any applicable collective bargaining agreement. The Department Head shall have full responsibility for assuring adequate departmental coverage that properly serves the public and/or other County departments.