ADMINISTRATIVE BULLETIN NO. 8

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(Number only)

SUBJECT: GUIDELINES FOR CLOSING DEPARTMENTS OR SERVICES TO THE PUBLIC DURING REGULAR SPECIFIED PERIODS

On April 6, 1993, the Board of Supervisors approved a policy to guide departments in which an increase in workload and/or a decrease in staff make it impossible to accomplish required tasks while maintaining a 40-hour-a-week availability to the public.

Departments wishing to schedule regular periods of time when services to the public will not be provided must follow specific guidelines and procedures.

1. A department may be closed to the public for a period of time not to exceed one working day per week.

2. The department must find that there are compelling circumstances which prevent the performance of necessary functions unless employees are allowed protected time, free of interruptions, in order to complete assigned tasks.

3. The department must identify and make provision for response to the public for emergency situation which require attention when other functions are closed to the public.

4. The department's plan for closure must be submitted to the County Administrative Office prior to requesting approval of the Board of Supervisors. The plan must include a detailed description of workloads not being met because of direct service to the public and of specific increases in productivity to be achieved by closure to the public. A cost/benefit analysis of the plan is also required.

5. Upon concurrence by the County Administrative Office, the department must request County Counsel to draft a resolution reducing the department's public service hours.

6. The department will submit its request and the resolution to the Board of Supervisors for consideration and approval.