

**CALHOUN COUNTY  
POLICY STATEMENT**

<b>SUBJECT:</b>  Building and Office Hours	<b>DATE APPROVED:</b>  12/2/2021	<b>EFFECTIVE:</b> Immediately	<b>POLICY NO.</b> 205
		<b>REPLACES:</b> 205 of 3/21/2013	

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 and/or according to provisions of a collective bargaining agreement if applicable. Employees that have been approved for telecommuting may be required to work remotely during the closure and/or required to continue to work remotely if already scheduled at a location outside of the applicable building(s).

A Department Head may also seek approval from the Administrator/Controller for an alternative office hour schedule, such as a four-day work week or summer hours, 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, and that non-exempt employees are still scheduled to work the full number of hours associated with their respective FTE.