

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Leslie Locke, Deputy Clerk of the Board

DATE: December 3, 2012

SUBJECT: RESOLUTION NO. ____ re: Closing County Administrative Offices at Noon on Christmas Eve 2012

STATEMENT OF ISSUE:

Review RESOLUTION re: Closing County Administrative Offices at Noon on Christmas Eve, December 24, 2012

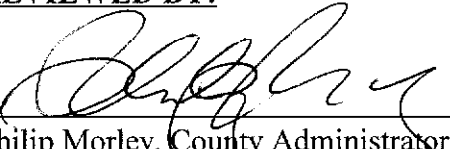
ANALYSIS:


For the past several years the Commissioners have approved closing the Administrative Offices in Jefferson County at Noon on Christmas Eve (December 24, 2012). Employees are required to take compensatory time, vacation or time without pay.

RECOMMENDATION:

Approve Resolution re: Closing County Administrative Offices at Noon on Christmas Eve, December 24, 2012

REVIEWED BY:


Philip Morley, County Administrator


Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

In the Matter of Closing County }
Administrative Offices at Noon }
on Christmas Eve }

RESOLUTION NO. _____

WHEREAS, Jefferson County has had a tradition of allowing its employees to leave work early on Christmas Eve to enjoy time with their families; and

WHEREAS, historically there are few, if any, business transactions conducted with the public in the afternoon hours of Christmas Eve; and

WHEREAS, in order that all employees who may wish to, are given the opportunity to participate in this tradition; and

NOW, THEREFORE BE IT RESOLVED, by the Board of County Commissioners that all Jefferson County facilities may close to the public beginning at noon on December 24, 2012. County facilities include: Castle Hill, County Roads, County Public Works, Sheriff Administration and the Courthouse; and

BE IT FURTHER RESOLVED, that all employees, with the exception of those departments that are required to provide services on a 24 hour a day basis, may be relieved from work at noon or may choose to work their regular hours. Those choosing to be relieved from work at noon may take paid time off (compensatory time, vacation), or if they have no paid time due, they may take time off without pay; and

BE IT FINALLY RESOLVED, that notice of said closure will be published in the Port Townsend Leader on December 12 and 19, 2012 and posted on the public access doors to affected County facilities.

APPROVED this 3rd day of December, 2012.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chairman

ATTEST:

David Sullivan, Member

Raina Randall,
Deputy Clerk of the Board

Phil Johnson, Member