

## ATTACHMENT D

### *County Office Hours*

Per Board Resolution No. 2001-29, titled, “A Resolution of the Board of Supervisors, County of Inyo, State of California, Establishing Hours for County Offices,” approved and adopted on April 17, 2001, the County Administrative Officer is to publish County office hours in the annual budget document for review of the Board of Supervisors, and once a year in the newspaper of record. Other than exceptions that are identified below, County offices are open for the transaction of the people’s business from 8 a.m. until 5 p.m. every day, except Saturday, Sunday, and holidays. All Departments are required to either have voicemail or make other arrangements to provide coverage during noontime and other times, as necessary, during the workday.

The Department Heads within the County structure have the flexibility and discretion to adjust the hours of operations to improve the service and program access to the citizens and residents of Inyo County. Listed below are the departments that have modified their office hours to maximize public access to their programs:

DEPARTMENT	DAYS	HOURS	LUNCH/CLOSURES
<u>Agriculture</u> Bishop	Monday-Friday	7:30 a.m.-4:30 p.m.	Open during lunch
<u>District Attorney</u> Independence Bishop	Mon, Tues, Thurs, Fri Monday-Friday	8 a.m.-4:30 p.m. 8 a.m.-5 p.m.	Open during lunch Closed for lunch 12 p.m.-1 p.m.
<u>Clerk Recorder</u> Independence <u>Elections</u> Independence	Monday – Friday Monday – Friday	8:30 a.m.-4 p.m. 8:30 a.m.-5 p.m.	Closed for lunch 12 p.m.-1 p.m.
<u>Environmental Health</u> Independence Bishop	Monday-Friday Monday-Friday	8 a.m.-5 p.m. 8 a.m.-5 p.m.	Closed for lunch 12 p.m.-1 p.m. Closed for lunch 12 p.m.-1 p.m.
<u>Farm Advisor</u> Bishop	Monday-Friday	8 a.m.-5 p.m.	Closed for lunch 12 p.m.-1 p.m.
<u>Health &amp; Human Services</u> Bishop  Public Health Clinic Employment & Eligibility, Lone Pine  Tecopa Big Pine Senior Center Bishop Senior Center Independence Senior Meals (155 E Market) Lone Pine Senior Center  Bishop Wellness Center *staff are at Wellness from 4pm - 5pm but not open for walk-ins, staff are charting/cleaning at this time*  Lone Pine Wellness Center	Monday-Friday  Tues, Thurs Monday-Friday  Monday-Friday Mon, Tues, Wed, Fri Monday-Friday Friday Monday-Friday  Monday Tuesday-Friday  Tuesday, Thursday	8 a.m.-5 p.m.  1 p.m.-4 p.m. 8 a.m.-5 p.m.  8 a.m.-4 p.m. 11:30 a.m.-12:30 p.m. 8 a.m.-1 p.m. 11:30 a.m.-12:30 p.m. 8 a.m.-1 p.m.  8 a.m. -10 a.m./1 p.m.-4 p.m. 8 a.m.-4 p.m.  9 a.m.-2 p.m.	Some programs may not have staff from 12 p.m. to 1 p.m. Walk ins welcome Closed for lunch 12 p.m.-1 p.m.  Closed for lunch 12 p.m.-12:30 p.m.  Open Upon Request  Closed for lunch 12 p.m.-1 p.m. Closed for lunch 12 p.m.-1 p.m.  Closed for lunch 12 p.m.-1 p.m.

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DEPARTMENT	DAYS	HOURS	LUNCH/CLOSURES
<u>Library</u> Central Library Big Pine Library  Bishop Library  Furnace Creek Library  Lone Pine Library  Tecopa Library	Tuesday-Friday Tues, Thurs, Fri Wednesday Tuesday-Friday Saturday Wednesday, Thursday Saturday Tuesday- Friday Saturday Tuesday Wednesday Thursday	12 p.m.-5 p.m. 12 p.m.-5 p.m. 2 p.m.-7 p.m. 10 a.m.-6 p.m. 10 a.m.-2 p.m. 4:30 p.m.-8:30 p.m. 9 a.m.-12 p.m. 12 p.m.-6 p.m. 9 a.m.-12 p.m. 9 a.m.-4 p.m. 9 a.m.-3 p.m. 10 a.m.-4 p.m.	
<u>Museum</u> Independence	Monday-Sunday	10 a.m.-5 p.m.	
<u>Probation</u> Bishop	Monday Tuesday-Friday	9 a.m.-5 p.m. 8 a.m.-5 p.m.	Closed for lunch 12 p.m.-1 p.m. Closed for lunch 12 p.m.-1 p.m.
<u>Public Works</u> Independence <u>Public Works Building &amp; Safety</u> Bishop Independence <u>Public Works Road Facilities</u> Bishop Road Yard #1 Bishop Shop Big Pine Road Yard Independence Road Mazourka Shop Lone Pine Road Yard Shoshone Road Yard	Monday-Friday  Monday-Friday Monday-Friday  Monday-Thursday Tuesday-Friday Tuesday-Friday Tuesday-Friday Tuesday-Friday Monday-Thursday Monday-Thursday	8 a.m.-5 p.m.  8 a.m.-4:30 p.m. 8 a.m.-5 p.m.  6 a.m.-4:30 p.m. 6 a.m.-4:30 p.m. 6 a.m.-4:30 p.m. 6 a.m.-4:30 p.m. 6 a.m.-4:30 p.m. 6 a.m.-4:30 p.m. 6 a.m.-4:30 p.m.	Closed Friday Closed Monday Closed Monday Closed Monday Closed Monday Closed Friday Closed Friday
<u>Recycling &amp; Waste Management</u> <u>Landfill Facilities</u> Bishop-Sunland Landfill Big Pine Transfer Station Independence Landfill Lone Pine Landfill	Monday-Sunday Tuesday, Saturday Sunday, Thursday Thurs, Fri, Sat, Sun, Mon	7:30 a.m.-3:30 p.m. 7:30 a.m.-3 p.m. 7:30 a.m.-3:30 p.m. 7:30 a.m.-3:30p.m.	Closed for lunch 12 p.m.-12:30 p.m.
<u>Sheriff's Office</u> Lone Pine Bishop	Monday - Friday Monday-Friday	8 a.m.-5 p.m. 8 a.m.-5 p.m.	Closed for lunch 12 p.m.-1 p.m. Open to public at 9 a.m. Closed for lunch 12-1 p.m.
<u>Treasurer-Tax Collector</u> Independence	Monday-Friday	8 a.m.-5 p.m.	Closed for lunch 12 p.m.-1 p.m.
<u>Veterans Office</u> Bishop Bishop Lone Pine Mono County	Mon, Tues, Fri Mon, Tues, Fri Wednesday Thursday	8:30 am-11:30 a.m. 1 p.m.-4 p.m. 9 a.m.-3:30 p.m. 9 a.m.-3:30 p.m.	Appointments Walk ins