

RESOLUTION NO. 2022-029
Cass County Courthouse Office Hours

WHEREAS Cass County offices offer services and maintain records specific to the duties of county government prescribed by Iowa Code,

WHEREAS the citizens of Cass County need access to such services or records at such times as to be part of their normal business,

WHEREAS the Board of Supervisors of Cass County budget for county offices to be adequately staffed to perform duties required by law and expected by the citizens,

NOW THEREFORE BE IT RESOLVED that department heads and elected officials are expected to have regular office hours of 8:00 am to 4:30 pm on days that the Cass County Courthouse is open, excluding State Offices within the Court House. The County Engineer's Office and Secondary Roads Department, due to the nature of their work, will have normal hours of 7:00 am to 3:30 pm. Department heads and elected officials are expected to utilize good business practices of staffing and scheduling to meet this expectation. Any departure from this, whether due to weather or required activities should be made with prior consultation of the Board of Supervisors.

Resolution adopted this 8th day of June, 2022

Roll Call Vote:

Steve Baier
Bernard Pettinger
Stephen Green
John Hartkopf
Mark O'Brien

Aye
Aye
Aye
Aye
Aye

Steve Baier
Steve Baier, Chair

Sara Harris
Attest: Sara Harris, Auditor