ORDINANCE NUMBER 329

AN ORDINANCE FIXING THE DAYS AND HOURS DURING WHICH COUNTY OFFICES AND DEPARTMENTS SHALL BE OPEN FOR THE TRANSACTION OF BUSINESS

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THE BOARD OF SUPERVISORS OF THE COUNTY OF SOLANO, STATE OF CALIFORNIA, DO ORDAIN

AS FOLLOWS:

SECTION 1. Eight (8) hours work shall constitute a full day's work, and forty (40) hours work shall constitute a full week's work for all officers and employees of Solano County, with the exception of the Sheriff's Office, Solano County Hospital, Juvenile Hall, Reception Home, Ferries and the Road Department, which exceptions are hereinafter provided for in Section 3.

SECTION 2. All County offices and departments except as herein provided shall remain open for the transaction of business in the County of Solano continuously from 8:30 a.m. until 5:00 p.m. of each and every day, excepting Saturdays, Sundays, legal and declared holidays.

SECTION 3. The Sheriff's Office, Solano County Hospital, Juvenile Hall, Reception Home, Ferries, Road Department and such other departments of the county as may be determined upon by the Board of Supervisors are not governed by this Ordinance. Their hours of employment shall be determined by the further order of the Board of Supervisors and the Head of the Department for each respective class of employee.

SECTION 4. Nothing contained in this Ordinance shall prevent, relieve or otherwise excuse any county officer or employee from the performance of any duty imposed upon him by law or ordinance of this county, or from the rendition of service at such times and places as are necessary in order to properly perform the functions of his office or employment. All County Officers and Heads of Departments are hereby authorized and empowered to stagger, rearrange, and adjust the hours of employment of their various employees in such a manner as to enable them to keep their offices open at all times required, but in the event that any employee is required to work at any time other than the normal five (5) days working week, such employees shall be compensated by time off in lieu thereof so that he shall not be required to perform more than forty (40) hours work in any one week. Such compensating time off must be used within thirty (30) days of the accrual thereof.

SECTION 5. It shall be the duty of the Head of each Department to keep an accurate record of the time worked in excess of that provided herein and it shall be the duty of any employee who has performed work in excess of that provided herein to report such overtime services to the Head of the Department.

SECTION 6. No "on-call" or "stand-by" duty shall be regarded as time worked except for such periods as employee is called upon to perform and does perform active work. Said employee shall then receive compensating time for the actual time worked, with a minimum of two (2) hours being allowed for any and all periods less than two (2) hours.

SECTION 7. Clerical assistants to the Superior and Inferior Courts required to work in excess of forty (40) hours per week because of the business of the Court, shall receive compensating time.

SECTION 8. This Ordinance shall be published once in Vacaville Reporter, a newspaper of general circulation printed, published and circulated in the County of Solano, and shall be in full force and effect on and after the 1st day of June, 1951, and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

D. A. Mowers
Chairman of the Board of Supervisors of Solano County, State of California

Attest: Lewis Morrill (Seal)
Clerk

I, LEWIS MORRILL, County Clerk of Solano County, and ex-officio Clerk of the Board of Supervisors of said County, do hereby certify that the above and foregoing Ordinance was regularly introduced, passed and adopted by said Board of Supervisors at an adjourned regular meeting thereof held on Friday, April 27th, 1951, by the following vote:

AYES: Supervisors Bell, Church, Gochen, Mowers and Mowers.
NOES: Supervisors None
ABSENTEES: Supervisors None

WITNESSES my hand and the Seal of said Board this 27th day of April, 1951.

Lewis Morrill
Clerk