



**VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION № 2016- 45
AFTER HOURS ACCESS POLICY**

**A RESOLUTION SETTING FORTH RULES AND GUIDELINES FOR THE AFTER
HOUR USE OF COUNTY BUILDINGS**

WHEREAS, the Board of County Commissioners of Valencia County, met upon notice of a duly published meeting on August 17, 2016, at 5:00 P.M. in the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031; and,

WHEREAS, NMSA 1978, Section 3-18-1 provides that municipalities, and also counties pursuant to NMSA 1978, Section 4-37-1, have the power to “protect generally the property of its municipality and its inhabitants” and to “preserve peace and order”; and,

WHEREAS, NMSA 1978, Section 4-37-1 et seq. provides that counties may adopt ordinances, not inconsistent with statutory or constitutional limitations placed on counties, to discharge those powers necessary and proper to provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of the county and its inhabitants; and,

WHEREAS, NMSA 1978, Section 3-13-4 allows municipalities and counties to establish a personnel merit system for the hiring, promotion, discharge and general regulation of municipal and county employees; and,

WHEREAS, the Board of County Commissioners has adopted Ordinance 2006-05 allowing for established Personnel Rules and Regulations duly adopted by Resolution which further the intent of the Ordinance; and,

WHEREAS, NMSA 1978, Section 4-38-13 (1876) provides that the Board of County Commissioners shall have power at any session to make such orders concerning the property belonging to the County as they may deem expedient; and,

WHEREAS, NMSA 1978, Section 4-38-16 (1876) provides that the Board of County Commissioners shall have power to build and keep in repair all County buildings; and,

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners adopts this after-hours access policy.

APPROVED, ADOPTED, AND PASSED on this 17th day of August, 2016.

BOARD OF COUNTY COMMISSIONERS



Charles D. Eaton
Chair, District IV



Jhonathan Aragon
Vice-Chair, District V



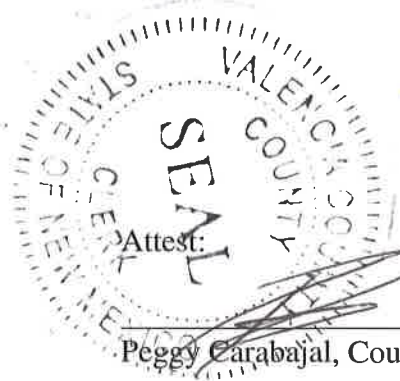
Helen Y. Cole
Commissioner, District I



Alicia Aguilar
Commissioner, District II



David A. Hyder
Commissioner, District III


Peggy Carabajal, County Clerk

POLICY: AFTER HOUR ACCESS

I. Purpose

This policy provides guidelines for access to county buildings after normal operating hours. The goal of the policy is to provide for the safety of the employee, the security of the building, accountability during emergencies, accountability of time per FLSA rules, and to reduce employee fatigue and burnout.

II. Normal Hours of Operation

1. Normal Building hours are 8:00 am to 5:00 pm Monday-Friday but are subject to variations and/or exceptions depending on the individual departments, buildings and/or special events.
2. It is reasonable to provide a ½-hour window on either side of the assigned shift for pre-shift arrival and post-shift departure. It will be at the discretion of the Department Director/Elected Official to require adherence to this policy for the ½-hour window on either side of the assigned shift.

III. Authorized Personnel

1. Full-time, part-time, and contract employees may have after-hour access to the County building in which their office/work area is housed.
2. Volunteers or temporary employees (excluding election employees, volunteer firefighters, and reserve deputies) shall not have after-hour access to County buildings without prior written consent from the Department Director/Elected Official.
3. There is also the need, from time to time, for other persons, such as contractors, to have authorized access to the premises after hours. These will be handled on a case-by-case basis.

IV. County Buildings

For the purpose of this policy, County Buildings include the following:

1. Admin building
2. Sheriff's office
3. Treasurer's office building
4. Sheriff's Office training building
5. Fire administration offices (not to include career staff facilities)
6. Detention center offices
7. Public works offices
8. Fleet maintenance buildings
9. Animal control buildings (shelter and spay/neuter clinic)
10. Conejo Transfer station office
11. Community/Senior Centers

V. After-Hour Access Provisions

1. No employee should be in a County building before 6am or after 8pm unless they are on an assigned shift (Sheriff/Fire/Detention/Public Works).
2. No employee should be in a County building on a non-business day, whether a weekend or holiday.
3. If an employee will be in a county building outside of their assigned shift or normal days of operation, the following procedure will be followed:
 - a) Employee will notify their direct supervisor in writing (email or text) of the need for after-hour access and estimated length of stay.
 - b) Employee's supervisor will obtain written consent from the Department Director or Elected Official.
 - c) Employee will receive permission or denial from supervisor in writing (email or text). If permission is not granted, employee will not stay after-hours.
 - d) Employee will notify direct supervisor in writing (email or text) when after-hour stay is complete and employee is leaving the building.
 - e) If the after-hour work is pre-scheduled (i.e. IT updating software after hours) the Department Director or Elected Official may keep reference in a calendar (electronic or paper).
 - f) After-hour call-outs or emergencies are excluded from the written notification procedure. Examples of call-outs or emergencies include public safety responses, weather-related responses, natural disasters, etc.
4. Exceptions to this procedure
 - a) Planning & Zoning Commission Meetings
 - b) Board of County Commission Meetings
 - c) Bureau of Elections
5. Employees responsible for opening or closing community/senior centers shall text/email their supervisor when finished and safely in their vehicle.
6. Employees working after hours are expected to restrict activities to only those which pose low safety risks.
7. After-hour visitors must be accompanied by an employee at all times.
8. FLSA Non-exempt employees will account for all of their after hour time on the County's timekeeping system or other acceptable method and shall provide that record the next business day. (FLSA non-exempt employees will always be compensated for after hour work even if it is not authorized.)
9. Failure to abide by the policy or failure to obtain prior permission for after-hours work will result in disciplinary action.

VI. Safety Precautions

All persons in a County Building outside of normal hours of operation should follow general safety precautions.

1. Avoid unsecured areas or common areas
2. Avoid staircases, the basement, and any other areas with poor cell service reception
3. Keep the hall doors closed and locked (if applicable)
4. Keep your office door closed and locked
5. Be aware of what you leave on your desk or in plain sight when working after-hours, taking extra care to safeguard your valuables
6. When you leave the building, notify your family so that they know to expect you. Also, email or text your supervisor when you leave the building.
7. If staying late, move your car in the parking lot to a well-lit area.