

MEMO

The Commission Board has respectfully requested that staff members in the administrative building begin texting or emailing all board members when you are planning to be out of the office for a full day or multiple days for vacation or comp time.

They are not requesting that you inform them of doctor visits or sickness. If a sickness is ongoing for several days that should be reported to our County Administrator just as it has been in the past.

This request is for the following positions:

County Administrator

County Clerk

Deputy County Clerk

Accounts Clerk

Receptionist

Building/Zoning Administrator

Building/Zoning Assistant

Election Supervisor