
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 102
EFFECTIVE DATE: 11/18/08
REVISED: 01/02/18
12/03/24
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: COMPUTING TIME FOR NOTICE/FAILURE TO RECEIVE NOTICES

I. Purpose:

Determining the length of time periods for processing an action in these policies and responsibility for written communications.

II. Policy:

1. Unless otherwise provided, the length of time for processing an action in these policies days shall be counted beginning with the calendar day following mailing or delivery of notice and concluding at 5:00 p.m., on the last day to be counted. If the last day to be counted falls on a weekend or holiday, the period will end at 5:00 p.m., on the first business day following the last counted day.
2. Written communications to employees considered to be routine in nature shall be delivered by regular mail to the current address on record or via email. Written communications to employees identified as significant, important and/or time-sensitive shall be hand-delivered or sent by certified mail, return receipt required, to the current address on record or via email utilizing the read receipt function. All written communications to applicants shall be hand-delivered or sent by U.S. mail to the address shown on the application for employment or sent via email as shown on the application. The employer is not responsible in the event mail is not received. It is the employee's responsibility to respond to all employer communications, including those mailed and/or emailed to the address on record, and the responsibility of the applicant to comply with all phases of the selection process within the specified time. Failure to respond for any reason, including failure to receive written notice, may have an adverse effect on an individual's employment status and/or result in disqualification from the selection and hiring process.

III. RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.