

To: The Honorable Town Board

From: Megan K. Wnek, CPA  
Director of Finance

Date: December 3, 2018

Re: Standard Work Day and Reporting Resolution for Appointed Officials  
Standard Work Day Resolution for Employees

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Kindly authorize the Director of Finance to present the following items for resolution:

The establishment standard work days for the attached titles and to report the officials to the New York State and Local Retirement System based on their record of activities.

The establishment of standard work days for its employees of the attached titles and to report days worked to the New York State and Local Retirement System based on the time keeping system.



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day Resolution for Employees\*

## RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Town of West Seneca, Location code 30046, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Van Drive	8
Bus Driver	8
Food Service Helper	6
Director of Recreation	7
Recreation Attendant	6
Recreation Instructor	6
Life Guard	8
School Crossing Guard	6

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

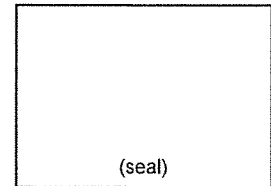
\_\_\_\_\_  
 (Signature of clerk) Date enacted: \_\_\_\_\_

I, \_\_\_\_\_, clerk of the governing board of the Town of West Seneca,  
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of \_\_\_\_ members, and that \_\_\_\_ of such members were present at such meeting and that \_\_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the  
Town of West Seneca  
 (Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

**See Instructions for Completing Form on Back**

## Instructions for completing the Standard Work Day Resolution

A

B

Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

- A. **Title:** You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all elected officials six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.
- B. **Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is **eight**. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a clerk is only required to work three hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.

**Standard Workday  
Resolution for Employees  
RS 2418  
continued**

Title	Standard Work Day (Hrs / day)
Police Matron	6
Warrant Clerk	6
Youth Service Coordinator	6
Secretary to the Supervisor	7
Secretary to the Highway Superintendent	7
Town Historian	6
Fair Housing / Affirmative Action Officer	6
Bingo Inspector	6
Americans with Disabilities Officer	6
Clerk to Town Justice	7
Court Liaison	6
Court Security Officer	8
Deputy Registrar of Vital Statistics	6
Deputy Superintendent of Highway	8
Dog Control Officer	8
First Deputy Clerk	6
Harassment Compliance Officer	6
Law Clerk	7
Natural Disaster Services Coordinator	6
Planning Board Secretary	6
Records Clerk	7
Registrar of Vital Statistics	6
Second Deputy Clerk	6
Town Prosecutor	6
Zoning Board Secretary	6



## Instructions for completing the Standard Work Day and Reporting Resolution

A.	B.	C.	D.	E.	F.	G.	H.	I.	J.
<i>Title</i>	<i>Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs</i>	<i>Name (First and Last)</i>	<i>Social Security Number (Last 4 digits)</i>	<i>Registration Number</i>	<i>Tier 1 (Check only if member is in Tier 1)</i>	<i>Current Term Begin &amp; End Dates  (mm/dd/yy-mm/dd/yy)</i>	<i>Participates in Employer's Time Keeping System  (Yes/No-If Yes, do not complete the last two columns)</i>	<i>Record of Activities Result*</i>	<i>Not Submitted (Check only if official did not submit their Record of Activities)</i>
<b>Elected Officials</b>									
Highway Superintendent	8.00	John Smith	0000	0101010-1		1/1/2010-12/31/2013	N	32.79	
Receiver of Taxes	6.00	Michelle Jones	1111	0202020-2	X	1/1/2010-12/31/2014	N	NA	
Town Justice	6.25	Michael Hall	2222	0303030-3		1/1/2010-12/31/2011	N		X
<b>Appointed Officials</b>									
Planning Board Member	7.00	Joseph Gray	3333	0404040-4		1/1/2010-12/31/2010	N	17.54	
Assessor	7.50	Ann Hughes	4444	0505050-5		1/1/2010-12/31/2010	Y		

- A. **Title:** All paid elected and appointed officials (who are active members of the Retirement System) must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- B. **Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is **six**, while the maximum is **eight**. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour board meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- C. **Name:** The official's complete first and last name must be included for identification purposes.
- D. **Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- E. **Registration Number:** The official's Registration Number must be included for identification purposes. For security purposes, the Registration Number can be omitted from the publicly posted version.
- F. **Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.
- G. **Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- H. **Participates in the Employer's Time Keeping System:** If the official is paid hourly or participates in the employer's time keeping system, Yes must be listed in this column. These officials are not required to keep a sample ROA and the Record of Activities Result column must be left blank. If the official is not paid hourly or does not participate in the employer's time keeping system, No must be listed in this column. Elected officials who are paid a salary and are not subject to an accrual system typically fall into this category. These officials are required to keep a sample three-month ROA, regardless of whether they are being reported by another employer for the same period, and the Record of Activities Result column must list the average number of days worked per month as calculated using the sample three-month ROA.
- I. **Record of Activities Result\*:** This column should only be completed for officials who are not paid hourly or do not participate in the employer's time keeping system and are required to keep a sample three-month ROA. This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- J. **Not Submitted:** This column must be checked if an official does not participate in the time keeping system and has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitting the ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or, if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of the State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted online via the Elected and Appointed Officials Reporting (EAOR) program.

\*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website: [http://www.osc.state.ny.us/retire/employers/elected\\_appointed\\_officials/index.php](http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php)