



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 and Reporting Resolution

RS 2417-A

(12/10)

BE IT RESOLVED, that the _____ / Location code _____ hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials									
Appointed Officials									

If additional rows are needed, please use form RS2417-B and attach.

On this _____ day of _____, 20____

 (Signature of clerk) Date enacted: _____

I, _____, clerk of the governing board of the _____, 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 _____

 (Name of Employer)

This document consists of _____ page(s) (see additional RS2417-B forms attached).



Instructions for completing the Standard Work Day and Reporting Resolution

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials									
Supervisor	John Smith	0000	01010101	8	01/01/2010-12/31/2013	N	26.50		
Receiver of Taxes	Michael Jones	2222	03030303	8	01/01/2010-12/31/2010	Y	N/A		
Town Justice	Michael Hall	3333	04040404	6.25	01/01/2010-12/31/2011	N			X
Board Member	Tim LeMont	5555	06060606	6	01/01/2010-12/31/2013	N	6.98		
Appointed Officials									
Planning Board Member	Edward Whitt	8888	09090909	7	01/01/2010-12/31/2011	N	N/A	X	
Treasurer	James R Foxx	9999	12121212	7.50	01/01/2010-12/31/2011	N	5		
Assessor	William H. Molitar	1010	13131313	7	01/01/2010-12/31/2011	N	17.50		

- A. **Title:** All elected and appointed officials (who are active members of the Retirement System) should be listed. However, only those appointed officials who have policy making authority need to be included. For example, you do not need to list appointed titles such as Laborer or Lunch Monitor on the Resolution.
- B. **Name:** The official's complete first and last name must be included for identification purposes.
- C. **Social Security Number (Last 4 digits):** The last four digits of the official's Social Security Number must be included for identification purposes.*
- D. **Registration Number:** The official's Registration Number must be included on the Resolution for identification purposes.*
- E. **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 board member is only required to attend one three-hour board meeting a month, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.
- F. **Term Begins/Ends:** All officials listed on the Resolution must have a specified Term End date. Leaving the Term Begins/Ends column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the end date for the official who appointed them to the position should be used.
- G. **Participates in the Employer's Time Keeping System (Y/N):** If the official **participates** in the time keeping system, Y (Yes) should be listed in this column. These officials are not required to keep a record of activities and the 'Days/Month (Based on Record of Activities)' column should either be left blank or have an indication of N/A (Not Applicable). If the official **does not participate** in the time keeping system, N (No) should be listed in this column. These officials are required to keep a record of activities and the 'Days/Month (Based on Record of Activities)' column must list the number of days worked as calculated using the three-month record of activities.
- H. **Days/Month (Based on Record of Activities):** The actual average number of days worked per month using the individual official's three-month record of activities calculation should be listed (not the number of days that will be reported on the monthly report based on payroll frequency).**
- I. **Tier 1:** If the official is a Tier 1 member then this box should be checked. Tier 1 members are not required to keep a record of activities.
- J. **Not Submitted:** If an official is not part of a timekeeping system and has not submitted a record of activities within the 150 day requirement, then this column should be checked 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 a record of activities.

Once the Resolution is passed, it must be posted on your public website for at least 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.

* For security purposes, the Registration Number and last four digits of the Social Security Number can be omitted from the publicly-posted version.

** To convert the record of activities result to a weekly or bi-weekly monthly report figure, 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