

GENERAL ADMINISTRATION DIVISION

Report No. 5

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Standard Work Day and Reporting Resolution

DATE: March 29, 2016

REASON FOR BOARD CONSIDERATION:

A recently enacted New York State Regulation on Reporting for Elected or Appointed Officials - 315.4. The New York State Retirement system has additional reporting requirements for elected or appointed officials of a participating employer as of August 2009. A certified copy of the resolution and an affidavit of posting shall be filed by the secretary or clerk of the governing board with the Office of the State Comptroller within 45 days of the adoption of the resolution and the resolution required by subdivision (b) of this section shall be posted on the employer's website for a minimum of thirty days.

FACTS AND ANALYSIS:

Except as otherwise provided in this subdivision, an elected or appointed official shall record his or her work activities for a period of three consecutive months. Such requirement shall not apply to any elected or appointed official who is not a member of the Retirement System nor to any elected or appointed official whose employer maintains a daily record of actual time worked. In recording work activities, such official may include time outside the normal working hours that requires his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event, or meeting with or responding to members of the public on matters of official business. In addition to the reporting requirements set forth in subpart 315.3 of this Part, and for the sole purpose of reporting days worked to the Retirement System, the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position.

RECOMMENDED ACTION:

Moved by _____ and supported by _____ that, having the approval of the Superintendent of Schools, BE IT RESOLVED, that the Ogdensburg City School District 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 the Board and post Standard Work Days and Reporting Resolution on the district website for the required 30 days.

APPROVED FOR PRESENTATION TO THE BOARD:


Superintendent

TMV/alf
Attachment



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 for Elected and Appointed Officials

RS 2417-A

(Rev. 8/15)

BE IT RESOLVED, that the OGDENSBURG CITY SCHOOL DISTRICT / 70038 hereby establishes the following standard work days for these titles and
(Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
Appointed Officials								
Substitute Coordinator	7	Cindy O'Grady			<input type="checkbox"/>	07/01/15-06/30/16	5.83	<input type="checkbox"/>
Internal Claims Auditor	7	Theresa Woodward			<input type="checkbox"/>	07/01/15-06/30/16	2.14	<input type="checkbox"/>
Homeless STAC Coord.	7	Sabrina Charleston			<input type="checkbox"/>	07/01/15-06/30/16	1	<input type="checkbox"/>

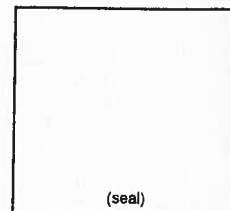
SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, MARIAH D. AHMAD, secretary/clerk of the governing board of the OGDENSBURG CITY SCHOOL DISTRICT, of the State of New York,
(Name of secretary or clerk) (Name of Employer)
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 29TH day of
MARCH, 2016 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

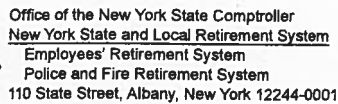
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the OGDENSBURG CITY SCHOOL DISTRICT on this 29TH day
of MARCH, 2016,
(Signature of the secretary or clerk) (Name of Employer)

Affidavit of Posting: I, MARIAH D. AHMAD, being duly sworn, deposes and says that the posting of the
(Name of secretary or clerk)
Resolution began on MARCH 30, 2016 and continued for at least 30 days. That the Resolution was available to the public on the
(Date)

- ☒ Employer's website at www.ogdensburgk12.org
☐ Official sign board at _____
☐ Main entrance secretary or clerk's office at _____



Page 1 of 2 (for additional rows, attach a RS2417-B form).



(Rev. 8/15)

Employer OGDENSBURG CITY SCHOOL DISTRICT Location Code 70038 Page 2 of 2 (use with form RS 2417-A)

Affidavit of Posting

Location Code: 70038

Employer Name: Ogdensburg City School District

Affidavit attesting that the Standard Work Day and Reporting Resolution was posted and available to the public for a minimum of 30 days.

State of: New York)

)

County of: Saint Lawrence)

Mariah D. Ahmad being duly sworn, deposes and says:
Name

1.

That (s)he is the Clerk of the Board of Education for the Ogdensburg City School District
(Title) (Employer)

2.

That the posting of the Resolution began on April 1, 2016 and continued for at least 30 days.

3.

That the Resolution was posted and available to the public on the (please check one):

X Employer's website at: ogdensburgk12.org

Official sign board at _____

Main entrance to office of the clerk at _____

Name: _____
(Signature of Clerk of Governing Body)

Title: Clerk of the Board, Ogdensburg City School District Board of Education