

GENERAL ADMINISTRATION DIVISION
Report No. 5

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Standard Work Day Resolution

DATE: February 27, 2017

REASON FOR BOARD CONSIDERATION:

As per the Office of the New York State Comptroller, the Ogdensburg City School District Board of Education must establish Standard Work Day Hours for employees who do not have specified work hours in a bargaining unit contract.

FACTS AND ANALYSIS:

Therefore; the Board of Education must establish Standard Work Day Hours for the positions; Secretary to the Superintendent, Senior Typist, School Lunch Manager and Facilities Director III.

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 employees working in the following positions: Secretary to the Superintendent of Schools, Senior Typist, School Lunch Manager and Facilities Director III. The Ogdensburg City School District will report the following Standard Work Day hours to the New York State and Local Employees' Retirement System as per the attached resolution.

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 Resolution for Employees* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Ogdensburg City School District, Location code 70038, 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)
Secretary to Superintendent of Schools	7.00
Senior Typist	7.00
School Lunch Manager	7.00
Facilities Director III	8.00

On this 27th day of February, 2017

Date enacted: February 27, 2017

(Signature of clerk)

I, Mariah D. Ahmad, clerk of the governing board of the Ogdensburg City School District,
(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 27th day of February, 2017 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 9 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

Ogdensburg City School District

(Name of Employer)

(seal)

*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