

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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SUBJECT: Standard Work Day and Reporting Resolution

DATE: March 19, 2018

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 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)
<b>Elected Officials</b>								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
<b>Appointed Officials</b>								
Homeless STAC Coord.	7	Sabrina Charleston	7186	3871956	<input type="checkbox"/>	7/01/17-06/30/18	1.42	<input type="checkbox"/>
Tax Collector	7	Alana Farrell	3017	38213294	<input type="checkbox"/>	7/01/17-06/30/18	10.28	<input type="checkbox"/>
					<input type="checkbox"/>			<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, 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 19th day of March, 2018 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 19th day of March, 2018,  
(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 Resolution began on March 20, 2018 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 \_\_\_\_\_

