

GENERAL ADMINISTRATION DIVISION

Report No. 6

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Approval of Standard Work Day Resolution for Employees

DATE: May 18, 2022

REASON FOR BOARD CONSIDERATION:

Verification of an established standard workday was not previously available.

FACTS AND ANALYSIS:

A standard workday, for Retirement purposes, cannot be less than six nor more than eight hours per day, whether set by Board resolution or by contractual agreement. The standard workday is then used by the employer to determine how many days worked should be reported based on the hours worked. The hours indicated, divided by the standard workday established for the position, results in the number of days worked to be reported:

RECOMMENDED ACTION:

Moved by _____ and supported by _____ that, having the recommendation of the Superintendent of Schools, the Approval of Standard Work Day Resolution for Employees the Board of Education of the Ogdensburg City School District does hereby accept the recommendations as presented this 18th day of May 2022.

APPROVED FOR PRESENTATION TO THE BOARD:



Superintendent

KK/rab

Office of the New York State Comptroller
Thomas P. DiNapoli



New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Rebecca L. Powers, Assistant Director
Member & Employer Services Bureau

Phone: 518-474-0167
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April 29, 2022
Location Code: 70038

Kevin Kendall
Superintendent
Ogdensburg City School District
1100 State Street
Ogdensburg, NY 13669-3352

Dear Kevin Kendall:

As part of the examination of the fiscal affairs of Ogdensburg City School District conducted by examiners from the Office of the State Comptroller, the following retirement reporting discrepancies were noted:

Verification of an established standard workday was not available.

A standard workday, for Retirement reporting purposes, cannot be less than six nor more than eight hours per day, whether set by Board resolution or by contractual agreement. The standard workday is then used by the employer to determine how many days worked should be reported based on the hours worked. The hours so indicated, divided by the standard workday established for the position, results in the number of days worked to be reported.

The audit noted that a standard workday has not been established for the following titles held in the City:

- 10 Month School Lunch Manager
- A/V Student Worker
- Cafeteria Monitor
- Computer Operator
- Cook
- Director Of Facilities III
- School Auditor
- School Bus Driver
- School Bus Mechanic
- School Bus Monitor
- School District Clerk
- School Nurse
- Secretary To Superintendent
- Senior Typist

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

7 0 0 3 8

See Instructions for completing form on reverse side

RS 2418

(Rev. 12/19)

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)
10 Month School Lunch Manager	7
Audio Visual Student Worker	6
Cafeteria Monitor	7
Computer Operator	7
Cook	7
Director of Facilities III	8
School Auditor	7
School Bus Driver	6

On this 18 day of May, 2022

Date enacted: May 18, 2022

(Signature of Clerk)

Mariah D. Pearson

clerk of the governing board of the Governing Board of OCSD

(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 18 day of May, 2022 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 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 Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



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Title	Standard Work Day (Hrs/day)
School Bus Mchanic	8
School Bus Monitor	6
School District Clerk	7
School Nurse	7
Secretary to the Superintendent	7
Senior Typist	7

On this 18 day of May, 2022

Date enacted: May 18, 2022

(Signature of Clerk)

Mariah D. Pearson

clerk of the governing board of the Governing Board of OCSD

(Name of Employer)

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