

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Standard Work Day and Reporting Resolution

DATE: May 20, 2026

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

KK/rb