

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

7 1 9 0 5

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Greenville Central School District / 71905 hereby established the following standard work days for these titles and will

(Name of Employer) (Location Code)

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

| Name | Social Security Number | NYS LRS ID | Title | Current Term Begin & End Dates | Standard Work Day | Record of Activities Result | Not Submitted | Pay Frequency | Tier 1 |
|----------------------|------------------------|------------|---------------|--------------------------------|-------------------|-----------------------------|--------------------------|---------------|--------------------------|
| Elected Officials: | | | | | | | | | |
| | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Appointed Officials: | | | | | | | | | |
| Sharon Rarick | 2574 | R11280902 | Tax Collector | 7/1/2023-6/30/2024 | 6 | 8.25 | <input type="checkbox"/> | Bi-Weekly | <input type="checkbox"/> |
| | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |

I, Daphane Pearson, secretary/clerk of the governing board of the Greenville Central School District, of the State of New York,
(Name of Secretary or Clerk) (Circle one) (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 10 day of July, 2023
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 Greenville Central School District on this 10 day of July, 2023,
(Name of Employer)

Daphane Pearson
(Signature of Secretary or Clerk)

Affidavit of Posting: I, Daphane Pearson being duly sworn, deposes and says that the posting of the Resolution began on
(Name of Secretary or Clerk)
7/17/2023 and continued for at least 30 days. That the Resolution was available to the public on the:
(Date)

- ☒ Employer's website at: www.greenvillesd.org
- ☐ Official sign board at: _____
- ☐ Main entrance Secretary or Clerk's office at: _____

(seal)

11/19RS2417A

Instructions for completing the Standard Work Day and Reporting Resolution

| A | B | C | D | E | F | G | H | I | J |
|---------------------|------------------------|-----------|------------------------|-------------------------------|-------------------|-----------------------------|---------------|---------------|--------|
| Name | Social Security Number | NYSLRS ID | Title | Current Term Begin & End Date | Standard Work Day | Record of Activities Result | Not Submitted | Pay Frequency | Tier 1 |
| Elected Officials | | | | | | | | | |
| John Smith | 0000 | R11111111 | Highway Superintendent | 1/1/2018-12/31/2019 | 8.00 | 32.79 | | Weekly | |
| Michelle Jones | 1111 | R11111111 | Town Justice | 1/1/2018-12/31/2018 | 6.25 | | X | Bi-Weekly | X |
| Appointed Officials | | | | | | | | | |
| Joseph Grey | 2222 | R22222222 | Planning Board Member | 1/1/2018-12/31/2018 | 7.00 | 17.54 | | Monthly | |

- A. Name:** The official's complete first and last name must be included for identification purposes.
- B. Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- C. NYSLRS ID:** The official's NYSLRS ID must be included for identification purposes. For security purposes, the NYSLRS ID can be omitted from the publicly posted version.
- D. Title:** All paid elected and appointed officials (who are active members of the Retirement System) and are not paid hourly and do not participate in a employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- E. Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- F. Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is **six**, while the maximum is **eight**. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour boarding meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- G. Record of Activities Result*:** This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- H. Not Submitted:** This column must be checked if an official has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitted the ROA.
- I. Pay Frequency:** This column should be filled in with one of the following options: Annually, Bimonthly, Biweekly, Monthly, Quarterly, Semi-annually or Weekly.
- J. Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted via the *Submit Resolution for Official* link in Retirement Online.

*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website:
http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

7 1 9 0 5

See Instructions for completing form on reverse side

RS 2418

(Rev.12/19)

BE IT RESOLVED, that the Greenville Central School District, Location code 71905, 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) |
|----------------------------|-----------------------------|
| Director of Facilities | 8.0 |
| Director of Technology | 8.0 |
| Business Manager | 8.0 |
| Food Service Manager | 8.0 |
| Transportation Supervisor | 8.0 |
| Superintendent's Secretary | 8.0 |
| Mechanic | 8.0 |
| District Clerk | 8.0 |

On this 10 day of July, 2023

July 10, 2023

Date enacted:
(Signature of Clerk)

Daphne Pearson

Greenville Central School District

I, _____, clerk of the governing board of the _____
(Name of Employer)

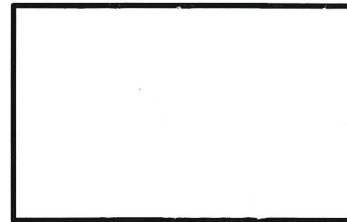
of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 10 day of July, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 7 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Greenville Central 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

Instructions for completing the Standard Work Day Resolution

| A | B |
|----------------|-----------------------------|
| Title | Standard Work Day (Hrs/day) |
| Accountant | 8.00 |
| Clerk | 7.00 |
| Bookkeeper | 7.50 |
| Data Collector | 6.00 |
| Secretary | 7.25 |
| Typist | 7.50 |
| Custodian | 8.00 |
| Laborers | 8.00 |

Please note: the above table is a **sample**. The titles and values are for illustrative purposes only.

A. Title: You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all custodial staff six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.

B. Standard Work Day (Hrs/day): The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours an employee works. For example, if a clerk is only required to work three hours a day, the employer must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.

Received Date

Standard Work Day Resolution for Employees*

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Employer Location Code

7 1 9 0 5

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RS 2418

(Rev.12/19)

BE IT RESOLVED, that the Greenville Central School District, Location code 71905, 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) |
|----------------------|-----------------------------|
| District Treasurer | 8.0 |
| School Tax Collector | 8.0 |
| | |
| | |
| | |
| | |
| | |
| | |

On this 11 day of July, 2022

July 11, 2022

Date enacted: _____

(Signature of Clerk)

Daphane Pearson

Greenville Central School District

I, _____, clerk of the governing board of the _____
(Name of Employer)

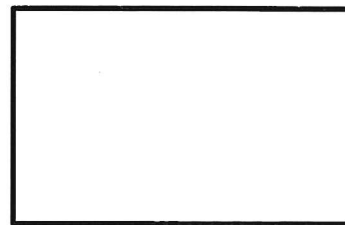
of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 10 day of July, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 7 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Greenville Central School District

(Name of Employer)



(seal)

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|----------------|-----------------------------|
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| Accountant | 8.00 |
| Clerk | 7.00 |
| Bookkeeper | 7.50 |
| Data Collector | 6.00 |
| Secretary | 7.25 |
| Typist | 7.50 |
| Custodian | 8.00 |
| Laborers | 8.00 |

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B. Standard Work Day (Hrs/day): The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours an employee works. For example, if a clerk is only required to work three hours a day, the employer must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

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RS 2418

(Rev. 12/19)

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| Title | Standard Work Day (Hrs/day) |
|---------------------------|-----------------------------|
| District Treasurer | 8.0 |
| School Tax Collector | 8.0 |
| Communications Specialist | 8.00 |
| | |
| | |
| | |
| | |
| | |

On this 10 day of July, 2023

July 10, 2023

Date enacted: _____

(Signature of Clerk)

Daphane Pearson

Greenville Central School District

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(Name of Employer)

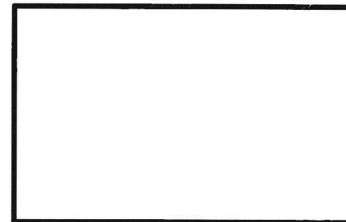
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(seal)

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| Title | Standard Work Day (Hrs/day) |
|-----------------------------------|-----------------------------|
| Confidential/Managerial Secretary | 8.0 |
| Account Clerk/Typist | 8.0 |
| Technology Assistant | 8.0 |
| Computer Network Administrator | 8.0 |
| School Nurse | 7.16 |
| Bus Driver | 6.0 |
| Food Service Helper | 6.0 |
| Cook | 6.0 |

On this 10 day of July, 2023

July 10, 2023

Date enacted: _____

(Signature of Clerk)

Daphane Pearson

Greenville Central School District

I, _____, clerk of the governing board of the _____
(Name of Employer)

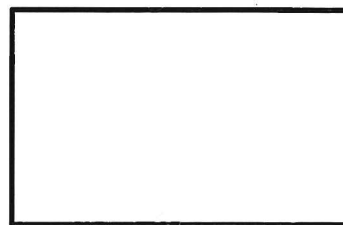
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| Title | Standard Work Day (Hrs/day) |
|-----------------|-----------------------------|
| Teacher Aide | 6.0 |
| Bus Attendant | 6.0 |
| Registrar | 7.5 |
| Cleaner/Monitor | 7.5 |
| Clerical | 8.0 |
| Cleaner | 8.0 |
| Custodian | 8.0 |
| Maintenance | 8.0 |

On this 10 day of July, 2023

Date enacted: July 10, 2023

(Signature of Clerk)

Daphane Pearson

Greenville Central School District

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(Name of Employer)

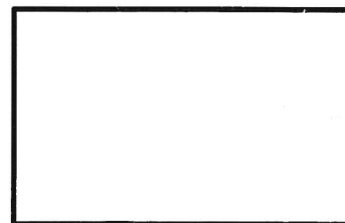
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(Name of Employer)



(seal)

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