

Received Date

**Standard Work Day and
 Reporting Resolution for
 Elected and Appointed Officials**

Employer Location Code
 3 0 3 0 2

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

BE IT RESOLVED, that the Town of Newstead / 30302 / hereby established the following standard work days for these titles and will

report the officials to the New York State and Local Retirement based on their record of activities: (Name of Employer) (Location Code)

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:									
Joseph Dugan	0248	R12698473	Councilman	1/1/20-12/31/23	6	4.00	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>
Patricia Pope	9366	R10125319	Councilwoman	11/9/20-12/31/23	6	1.33	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>
Richard Campbell	5209	R11359413	Town Justice	1/1/20-12/31/23	6	4.38	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>
Appointed Officials:									
Robert Friedman	9090	R10849065	Town Prosecutor	1/1/23-12/31/23	6	1.34	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>
Emily Janicz	0133	R12977465	Town Attorney	1/1/23-12/31/23	6	7.74	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>
Michael Coutu	3123	R13117702	Deputy Town Attorney	1/1/23-12/31/23	6	7.3	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>

I, Jennifer Dichristina (Name of Secretary or Clerk) secretary/clerk of the governing board of the Town of Newstead (Name of Employer) of the State of New York,

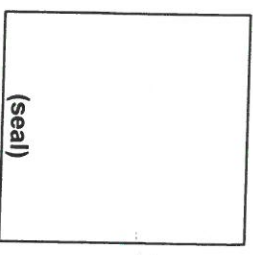
do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 24th day of July, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Newstead on this 24th day of July, 2023

Affidavit of Posting: I, Jennifer Dichristina (Signature of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on

July 21, 2023 (Date) and continued for at least 30 days. That the Resolution was available to the public on the

- Employer's website at: www.golfnewstead
- Official sign board at: Newstead Town Hall
- Main entrance Secretary or Clerk's office at: Newstead Town Hall



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 an 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 submitting the ROA.

I. Pay Frequency: This column should be filled in with one of the following options: Annually, Bi-monthly, Bi-weekly, 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

Town of Newstead

Summary of Standard Workday for New York State Retirement Reporting - draft for July 2023

Person(s) Currently in Position	Standard Workday (Hours)	Title
Burke, Dugan, Jendrowski, Pope (Burke & Jendrowski non-participatory)	6	Councilman *
Laura Consiglio	8	Clerk to Town Justice FT
Joy Wagner	6	Clerk to Town Justice, PT
Richard Campbell, Dennis Freeman (Freeman non-participatory)	6	Town Justice *
Robert Friedmann	6	Town Prosecutor *
Dawn Izydorczak	6	Supervisor *
Colleen Salmon	6	Secretary to the Supervisor
Tina Rados	6	Assessor
Jennifer DiChristina	8	Town Clerk *
Lisa Kaminski, Emily McCoy	6	Deputy Town Clerk
Emily Janicz	6	Town Attorney *
Michael Coutu	6	Deputy Town Attorney *
Michael Shiffertle	6	Cleaner, PT
Dale Gooch	6	Caretaker, PT
Michael Bassanello (non-participatory)	8	Superintendent of Highways *
Rachel Kleparek	6	Clerk, PT (Highway)
Daniel Roland	8	Director of Recreation II, PT
varies	8	Recreation Attendant
Beverly Summe	6	Historian, PT
Sarah Young	8	Director of Senior Services
Brenda Cerasani, Paul Zebrowski	6	Van Driver
Julie Brady	8	Senior Clerk
Katie Bird	8	Clerk Typist
David Miller	8	Code Enforcement Officer
Baehr, Lords, Cory, Bruyere, Brucker	8	Motor Equipment Operator
Chris Bower	8	Auto Mechanic
James Akin	8	Member, Town Zoning Board of Appeals
Douglas Heiderman	8	Member, Town Planning Board
David Borchert, David Faron	8	Water Maintenance Worker PT
David Andrew DeYoung	6	Water Treatment Plant Oper.
Corissa Decker	6	Laborer
	6	Dog Control Officer *
	6	Assistant Dog Control Officer

* These titles are elected / appointed positions which do not complete time sheets. As such, they are required instead to keep a three month record of activities when their terms begin to determine hours reportable for NYS Retirement during their terms. Only those actually participating in NYS Retirement are required to do this; those waiving membership in NYSRS are now reported to NYSRS under the new enhanced reporting, but are reported with zero hours under an elected/appointed code designating them as non-participatory. I suspect down the road even non-participants may be required to do an ROA, as I thought this was the intention of the new enhanced system (keeping records in the case of future buy-backs of service credit for those deciding down the road to join), but currently only their salaries are reported, no hours. I'm not sure how the powers that be in NYS will determine what the service credit should be if someone decides to buy back time, in the future, but for now they are not collecting that data on the monthly report.