TOWN OF WEST SENECA



To: Fellow Town Board Members

From: Sheila M. Meegan, Town Supervisor

Date: June 6, 2016

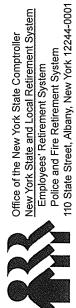
Re: Standard Workday & Reporting Resolution

Kindly adopt the attached Standard Work Day and Reporting Resolution and authorize the Finance Department to submit completed forms to the Elected & Appointed Officials Reporting program.

TOWN OF WEST SENECA STANDARD WORK DAY AND REPORTING RESOLUTION

BE IT RESOLVED, that the Town of West Seneca hereby establishes the following as standard work days for elected officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

(see attached)



Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A

4	3/14)
マケン	(Rev.

SE IT RESOLVED, that the	at the	TOWN OF WEST SENECA	VECA	/ 30046		by establishes th	hereby establishes the following standard work days for these titles and	d work days fo	r these titles and
		(Name of Employer)	ان	(Location Code)	_		D.		
ill report the officials	to the New Y	vill report the officials to the New York State and Local Retii	etirement S	ystem based or	ı time keepir	ng system record	rement System based on time keeping system records or their record of activities:	activities:	
Title	Standard Work Day	Name	Social Security	Registration Number	Tier 1 (Check	Current Term Begin & End	Participates in Employer's Time Keeping System	Record of Activities	Not Submitted (Check only if
	(Hrs/day) Min. 6 hrs Max. 8 hrs	(First and Last)	(Last 4 digits)		if member is in Tier 1)	(mm/dd/yy-	(Yes/No-If Yes, do not complete the last two columns)		submit their Record of Activities)
Elected Officials									
Town Supervisor	7	Sheila M. Meegan		42720227		01/01/16 - 12/31/19	oN	35.71	
Highway Superintendent	8	Matthew D. English		35195098		01/01/16 - 12/31/19	No	24.21	
Town Clerk / Receiver of Tax	7	Jacqueline A. Felser		35464221		01/01/16 - 12/31/19	ON ON	23.00	
Appointed Officials									
Secretary to Supervisor	7	Emily Josfiak	,	50646991		01/01/16 - 12/31/19	Yes		
Deputy Hwy Superintendent	9	Gregory Zimmerman		32551467		01/01/16 - 12/31/19	Yes		
Secretary-Hwy Superintendt	7	Dina WeixImann	ļ	38024329		01/01/16 - 12/31/19	Yes		
SEE INSTRUCTIONS	FOR COMP	SEE INSTRUCTIONS FOR COMPLETING FORM ON REV	EVERSE SIDE	IDE					
		, secretary/clerk of t	of the gove	he governing board of the	ē	TOWN OF WEST SENECA	ST SENECA	, of the St	, of the State of New York,
(Name of secretary or clerk) to hereby certify that I have co	stary or clerk) I have compa 20_16_ on file	(Name of secretary or clerk) o hereby certify that I have compared the foregoing with th	the origines	Il resolution passeting, and that	sed by such	(Name of Employer) board at a legally conv Le copy thereof and the	(Name of Employer) e original resolution passed by such board at a legally convened meeting held on the such meeting, and that same is a true copy thereof and the whole of such original.	g held on the _	day of
N WITNESS WHERE	OF, I have h	N WITNESS WHEREOF, I have hereunto set my hand and	and the seal of the	l of the		TOWN OF WEST SENECA	T SENECA	U	on this day
of 20 16	,				•	(Name of Employer)	nployer)		
	 	(Signature of th	(Signature of the secretary or clerk)	ərk)					
Affidavit of Posting: I,		(belease technology of comply)	(),0()	being du	ıly sworn, de	poses and says	being duly sworn, deposes and says that the posting of the	<u>ω</u>	
Resolution began on _	(1704)		ed for at lea	ıst 30 days. Thaf	the Resolut	ion was available	for at least 30 days. That the Resolution was available to the public on the		
☐ Employer's website at									
] Official sign board at	at .				***************************************				(seal)
T Main entrance secretary or clerk's office at	etary or clerk	d's office at							

Page ___ of ___ (for additional rows, attach a RS2417-B form).

Instructions for completing the Standard Work Day and Reporting Resolution

Α.	B.	C.	D.	E.	F.	G.	H.	1.	J.
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)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials									
Highway Superitendent	8.00	John Smith	0000	0101010-1		1/1/2010- 12/31/2013	N	32.79	
Receiver of Taxes	6.00	Michelle Jones	1111	0202020-2	х	1/1/2010- 12/31/2014	N	NA	
Town Justice	6.25	Michael Hall	2222	0303030-3		1/1/2010- 12/31/2011	N		Х
Appointed Officials									
Planning Board Member	7.00	Joseph Gray	3333	0404040-4		1/1/2010- 12/31/2010	N	17.54	
Assessor	7.50	Ann Hughes	4444	0505050-5		1/1/2010- 12/31/2010	Y		

- A. **Title:** All paid elected and appointed officials (who are active members of the Retirement System) 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.
- B. 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 board meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- C. Name: The official's complete first and last name must be included for identification purposes.
- D. **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.
- E. **Registration Number:** The official's Registration Number must be included for identification purposes. For security purposes, the Registration Number can be omitted from the publicly posted version.
- F. 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.
- G. 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.
- H. Participates in the Employer's Time Keeping System: If the official is paid hourly or participates in the employer's time keeping system, Yes must be listed in this column. These officials are not required to keep a sample ROA and the Record of Activities Result column must be left blank. If the official is not paid hourly or does not participate in the employer's time keeping system, No must be listed in this column. Elected officials who are paid a salary and are not subject to an accrual system typically fall into this category. These officials are required to keep a sample three-month ROA, regardless of whether they are being reported by another employer for the same period, and the Record of Activities Result column must list the average number of days worked per month as calculated using the sample three-month ROA.
- I. Record of Activities Result*: This column should only be completed for officials who are not paid hourly or do not participate in the employer's time keeping system and are required to keep a sample three-month ROA. 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.
- J. Not Submitted: This column must be checked if an official does not participate in the time keeping system and 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.

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 the State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted online via the Elected and Appointed Officials Reporting (EAOR) program.

*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.nv.us/retire/employers/elected_appointed_officials/index.ohp



Standard Work Day and Reporting Resolution for Elected and Appointed Officials Continuation Form 110 State Street, Albany, New York 12244-0001 Office of the New York State Comptroller New York State and Local Retirement System Employees' Retirement System Police and Fire Retirement System

RS 2417-B

Not Submitted their Record of (Check only if official did not submit Activities) (use with form RS 2417-A) Record of Activities Result* 9.78 27.79 4.33 1.11 1.36 9.07 2.76 (Yes/No-If Yes, do not complete the last two columns) Participates in Employer's Time Keeping System 8 Yes Yes Yes Yes ŝ g S S ž ટ 운 5 Page_ 01/01/14 - 12/31/18 06/05/09 - 12/31/16 01/01/15-12/31/18 01/01/16 - 12/31/16 01/01/16 - 12/31/19 01/01/16 - 12/31/19 01/01/16 - 12/31/20 01/01/13 - 12/31/17 01/01/16-12/31/19 01/01/5 - 12/31/18 01/01/16-12/31/19 Current Term Begin & End (mm/dd/yy-mm/dd/yy) 30046 Location Code member is in Tier 1) (Check only if Tier 1 Registration Number 37532280 61141859 60311727 42800250 41360215 50363712 32868788 50339514 42673194 43418862 50313931 Social Security Number 4 digits) (Last TOWN OF WEST SENECA JEFF HARRINGTON SHANNON FILBERT Robert Niederpruem Tammie Maurino (First & Last) Laurine Fischione Margaret Martin Michael Harmon Katie Hourihan Timothy Elling **Evelyn Hicks** John Fenz Name Min. 6 hrs, Max. 8 hrs Standard Work Day (Hrs/day) 9 9 ~ 9 9 9 9 9 9 Second Deputy Town Clerk Planning Board Chairman Zoning Board Chairman Appointed Officials First Deputy Town Clerk Clerk to Town Justice Zoning Board Member Zoning Board Member Clerk to Town Justice **Elected Officials** TOWN JUSTICE TOWN JUSTICE Title Employer