

Standard Work Day Resolution for Employees* RS 2418 (Rev. 7/11)



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

BE IT RESOLVED, that the Horseheads Central School Dist., Location code 287, 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)
Assistant Cook	6.0
Bus Driver	7.0
Bus Driver in Training	7.0
Bus Washer	8.0
Central Registrar & Info Specialist	7.5
Chaperone - Non-Instructional	7.5
Community Information Specialist	7.5
(titles continued on attached page)	

On this _____ day of _____, 20__

(Signature of clerk) Date enacted: _____

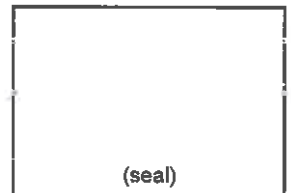
I, _____, clerk of the governing board of the _____
(Name of Employer)

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 _____ day of _____, 20__ 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 have hereunto
Set my hand and the seal of the

(Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See instructions for Completing Form on Back

Title	Standard Work Day (Hrs/day)
Cook	6.0
Cook Manager	7.5
Courier	8.0
Director of Facilities	8.0
Director of Human Resources	7.5
Electrician	8.0
ESY – Nurse	6.5
ESY – Nurse Aide	7.0
Licensed Practical Nurse	6.5
Lifeguard/Aquatic Aide/Rec Assist	6.0
Nurse Physicals	6.5
Painter	8.0
Plumber	8.0
School District Treasurer	7.5
School Monitor	6.0
Sr. Food Service Helper	7.0
Student Behavior Monitor	8.0
Sub Teacher Aide	6.0
Substitute Bus Driver	7.0
Substitute Food Service	6.0
Substitute Food Service 1 st Cook	6.0
Substitute Food Service 2 nd Cook	6.0
Substitute Food Service Manager	6.0
ESY – Occupational Therapy	7.0
ESY – Physical Therapist	6.5
ESY – Physical Therapy	7.0
Food Service Helper	6.0
Food Service Summer School	6.0
Groundskeeper	8.0
Head Carpenter	8.0
Head Cleaner	8.0
Head Painter	8.0
Head Plumber	8.0
Insurance Specialist	7.5
Substitute School Monitor	6.0
Substitute LPN	6.5
Substitute Occ/Phys Therapist	7.0
Substitute Social Work Assistant	7.0
Summer Laborer	8.0
Supervisor of Transportation	8.0
Teacher Aide	6.0
Temp Translator	7.0
Temporary Nurse	6.5
Working Foreman	8.0
Workshop-In-service Non-Instructional	7.5

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

- 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 elected officials 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 a person works. For example, if a clerk is only required to work three hours a day, you 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.