



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

# Standard Work Day Resolution for Employees\* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Evans-Brant (Lake Shore) CSD, Location code 71426, 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)
See Attached List	

On this 15th day of January, 2019

*Kristine DeMartino*  
 (Signature of clerk)

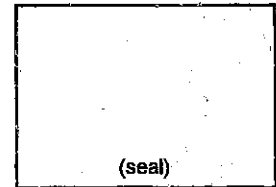
Date enacted: January 15, 2019

I, Kristine DeMartino, clerk of the governing board of the Evans-Brant (Lake Shore) CSD,  
 (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 15th day of January, 2019 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 7 of such members were present at such meeting and that 7 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the  
Evans-Brant (Lake Shore) CSD  
 (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**

## 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.



**LAKE SHORE CENTRAL SCHOOLS**  
**Evans-Brant Central School District**  
**STANDARD WORK DAY/HOURS**

<b>TITLE</b>	<b>STANDARD WORK DAY/HOURS</b>
Registered Nurses	8 hours
Mail Person	8 hours
LPN	6 hours
Head Custodian	8 hours
Senior Building Custodian	8 hours
Custodian	8 hours
Laborer	8 hours
Maintenance	8 hours
Grounds Personnel	8 hours
Central stores clerk	8 hours
Bus drivers	6 hours
Mechanic – Master	8 hours
Mechanic – Regular	8 hours
Bus Attendant	6 hours
Transportation Clerk	8 hours
Senior Account Clerk	8 hours
Account Clerk Typist	8 hours
Senior Clerk Steno	8 hours
Senior Clerk Typist	8 hours
Clerk Typist/Switchboard	8 hours
Payroll Clerk	8 hours
Monitor	6 hours
Classroom Aide	6.75 hours
Personal Care Aides	6.75 hours
PTS	7 hours
PTAS	7 hours
Social Worker/Caseworker	8 hours
COTAS	7 hours
Technical Support Specialist	8 hours
Home School Liaison	7 hours
Sec. to the Superintendent/Confidential	8 hours
District Clerk/Confidential	8 hours
Accountant/Confidential	8 hours
Senior Clerk Typist/Confidential	8 hours
Transportation Clerk/Confidential	8 hours
Personnel Clerk/Confidential	8 hours
Recreation Attendant	6 hours
Athletic Trainer	8 hours