



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 and Reporting Resolution for Elected and Appointed Officials

RS 2417-A
 (Rev. 3/14)

BE IT RESOLVED, that the CITY OF POET JERVIS / 1 2004 hereby establishes the following standard work days for these titles and (Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

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									
PER ATTACHED LISTING					<input checked="" type="checkbox"/>				<input type="checkbox"/>
Appointed Officials									
PER ATTACHED LISTING					<input checked="" type="checkbox"/>				<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, ROBIN WATZENEGGER, secretary/clerk of the governing board of the CITY OF POET JERVIS 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 26th day of SEPTEMBER, 2016 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 CITY OF POET JERVIS on this 26th day of SEPTEMBER, 2016. (Signature of the Secretary or clerk) (Name of Employer)

Affidavit of Posting: I, [Signature], being duly sworn, deposes and says that the posting of the Resolution began on 9/26/2016 and continued for at least 30 days. That the Resolution was available to the public on the (Date) (Name of secretary or clerk)

Employer's website at www.poetjervisny.org
 Official sign board at _____
 Main entrance secretary or clerk's office at 20 HAMMOND ST POET JERVIS NY

(seal)

RESOLUTION OF THE COMMON COUNCIL
OF THE CITY OF PORT JERVIS

**RE: Standard Work Day and Reporting Resolution
For NYS Retirement System Benefits**

WHEREAS, the City of Port Jervis Common Council recognizes the need to establish a standard work day for all elected and appointed positions within the City for NYS Retirement reporting purposes and to satisfy reporting requirements to the NYS Retirement systems with respect to time worked

It is hereby resolved and reaffirmed, that the Common Council of the City of Port Jervis hereby establishes a standard work day of 8 hours for all employees, elected and appointed officials and

It is also resolved that all employees, elected and appointed officials who participate in the NYS Retirement system are required to submit timesheets of actual time worked and/or shall complete record of activities log for at least a three month representative time period and submit same to the City Clerk for reporting purposes.

Motion By: Kristen Trovei

Seconded By: LISA RANDAZZO

Ayes: 9 **Nays:** 0 **Absent:** 0

DATED: September 26, 2016



City Clerk Treasurer

