

Standard Work Day Resolution for Employees* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the the following as standard work days for its employees' Retirement System based on the by these members to the clerk of this body:	oloyees and will report days wo	rked to the New Yor	k State and Local
	Title	Standard Work Day (Hrs/day)	′
On this day of , 2	20		
(Signature of clerk)			_
1,,	clerk of the governing board of t	the	,
of the State of New York, do hereby certify tha such board, at a legally convened meeting hel minutes of such meeting, and that same is a tr	t I have compared the foregoing don the day of	g with the original re , 20	solution passed by
I further certify that the full board, consists of _ meeting and that of such members voted			re present at such
IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the			
(Name of Employer)			(seal)

*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.