



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*

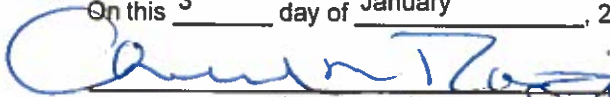
RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Town of Greece, Location code 30032, 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)
Please see attached list	7.00

On this 3 day of January, 2018


 (Signature of clerk)

Date enacted: January 3, 2018

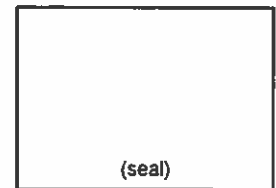
I, Cheryl M. Torz clerk of the governing board of the Town of Greece
 (Name of Employer)

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 3 day of January, 2018 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 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
 Set my hand and the seal of the
 Town of Greece

 (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.

List of positions for Standard Work Day Resolution (7 hours):

Secretary to Director of Constituent Services	Senior Office Clerk I	Cleaner
Legal Secretary I	Town Clerk	Library Clerk
Senior Budget Analyst	Town Engineer	Laborer
Staff Assitant	Deputy Director of Finance	Recreation Attendant
Input Clerk	Assistant Director of Finance	Mechanics Helper
Secretary to Commissioner of Public Works	Sr. Administrative Analyst	Real Property Aide
Assistant Administrator to Commissioner of Public Works	Assistant to the Supervisor	Court Security
Office Clerk	Secretary to the Supervisor	Assistant Animal Control Officer
Personnel Clerk	Public Relations Officer	Asst. Budget Technician
Director of Parks and Recreation	Payroll Supervisor	Asst. Recording Clerk – Towns
School Traffic Guard	Senior Personnel Clerk	Recreation Assistant
Assessor	Principal Account Clerk	Sr. Library Clerk
Building Inspector	Clerk I	Clerk to the Town Justice
Chief Engineer	Constituent Services Coordinator	Data Entry Operator
Chief of Police	Office Clerk II	Dispatcher
Chief of Staff	Office Clerk III	Maint. Mechanic II
Commissioner of Public Works	Officer Clerk IV	Maint. Mechanic I
Deputy Supervisor	Secretary II	Principal Library Clerk
Deputy Chief of Police	Senior Office Account Clerk	Public Safety Dispatcher
Deputy Commissioner of Public Works	Staff Assistant	Secretary III
Deputy Supervisor	Telephone Operator	Stenographer
Director of Building Department	Data Entry Operator	Budget Technician
Director of Community Development	Constituent Services Aide	Building Inspection Aide
Director of Constituent Services	Input Clerk	Code Compliance Inspector
Director of Development Services	Receptionist	Drafting Technician
Director of Finance	Town Justice	Elder Care Coordinator
Director of Human Services	Town Attorney	Engineering Aide
Director of Information Services	Deputy Town Attorney	Planning Aide
Director of Personnel	Assistant Town Attorney	Recreation Leader
Director of Technical Services	Councilmen	Sec. to Zoning Board
Fire Marshall	Receiver of Taxes	Animal Control Officer
Library Director (III and IV)	Town Supervisor	Assistant Assessment Clerk
Management Assistant	Laborer – Seasonal	Computer Operator Trainee
Manager of Employment Support Services	Library Page - Seasonal	Computer Support Clerk

Librarian Assistant	Senior Engineering Aide	Assistant Engineer
Librarian Trainee	Accountant	Chief Court Clerk
Library Assistant	Administrative Analyst	Dep. Dir. of Human Services
Maint. Mechanic I	Assistant Fire Marshall	Director of Staff Services
Property Clerk	Junior Engineer	Senior Planner
Residential Plan Review Inspector Trainee	Junior Planner	Supervising Accountant
Residential Plan Review Inspector	Librarian II	Associate Engineer
Senior Library Assistant	Purchasing Assistant	
Computer Operator	Real Property Appraiser	
Engineering Technician	Senior Recreation Supervisor	
Sec. to Planning Board	Code Compliance Coordinator	
Senior Recreation Leader	Coordinator of Inspection and Technical Services	
Assessment Clerk	Technical Services Coordinator	
Building Foreman	Assistant Assessor	
Planning Assistant	Asst. Dir. Of Building and Grounds	
Real Property Appraiser Trainee	Assistant Planner	