

## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

September 12, 2018

To:

Terrence D. McCracken, Secretary to the Authority

From:

Karen A. Prendergast, Comptroller

Subject:

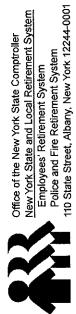
Standard Work Day Reporting

The New York State and Local Employees' Retirement System (NYSLRS) requires all appointed and elected officials to complete a three-month record of activities to establish a standard work day to be used in our monthly reporting to the NYSLRS. Commissioners Schad and Carney have completed a Record of Activities for the months of May, June and July 2018.

I have drafted a resolution for Board consideration establishing a Standard Work Day of 6 hours based on their completed Record of Activities.

I have also included a Standard Work Day Resolution for Employees who utilize a timekeeping system. The Resolution establishes a new standard work day of 6 hours for PT Attorneys and 8 hours for all other employees.

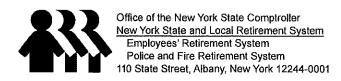
Please let me know if you have any questions or require additional information.



## Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A (Rev. 8/15)

SE IT RESOLVED, that the		Erie County Water Authority	/ 50629 (Location Code)	Code)	stablishes tl	ne following stand	dard work days fo	hereby establishes the following standard work days for these titles and
will report the officials	to the New Yo	vill report the officials to the New York State and Local Retirement System based on their record of activities:	system based or	n 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)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
Appointed Officials								
ECWA Board Member	6 hrs	Jerome D. Schad	7031	50576768		04/28/16 - 04/27/19	11.6 days/mo.	
ECWA Board Member	6 hrs	Mark S. Carney	2095	62356985		04/28/18 - 04/27/21	10.3 days/mo.	
SEE INSTRUCTIONS	FOR COMPI	SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE	SIDE					
, Terrence D. McCracken	cken tav or clerk)	, secretary/clerk of the governing board of the (Cirde one)	rning board of th		Erie County Water Authority	Water Authority	, of the S	, of the State of New York,
do hereby certify that	I have compa	trained sections of sections of the foregoing with the original description of the properties of the p	al resolution pas	sed by such bo	ard at a lega	the original resolution passed by such board at a legally convened meeting held on the 20th day of	ting held on the	20th day of
September, 2018 or	n file as part o	_September, 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.	nd that same is	a true copy ther	eof and the	whole of such ori	ginal.	
IN WITNESS WHERE	<b>∃OF</b> , I have h€	N WITNESS WHEREOF, I have hereunto set my hand and the seal of the		Erie County Water Authority (Na	uthority (Name of Employer)	mployer)	on this	on this 20th day
oi septerriser, 2010,		(Signature of the secretary or clerk)	erk)	•				
Affidavit of Posting: I, Terrence D. McCracken	I, Terrence D	retary or clerk)	, being duly sworn, deposes and says that the posting of the	poses and says	that the post	ing of the		
Resolution began on_	(ote()		ast 30 days. Tha	t the Resolution	was availabl	e to the public on	the	
Temployer's website at eowa.org/pdf/StandardWorkDayReporting	e at ecwa.org/pdf/	/StandardWorkDayReporting		1				
☐ Official sign board at	at			1				(seal)
☐ Main entrance secretary or clerk's office at	retary or clerk	's office at		<u>a</u>	Page 1 of		nal rows, attach	(for additional rows, attach a RS2417-B form)



## Standard Work Day Resolution for Employees\* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that	the Erie County Water Authority	, Location code 50629 , h	ereby 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)	′				
A	ssociate Attorney RPT	6					
Α	Il other employees	8					
On this 20th day of September , 20 18							
Date enacted:							
I, Terrence D. McCracken, clerk of the governing board of the(Name of Employer)							
(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 20th day of September, 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 $\frac{3}{2}$ 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 WHEREC	PF, I have hereunto						
Set my hand and the seal of the							
Erie County Water Authority							
(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