



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

September 12, 2018

To: Terrence D. McCracken, Secretary to the Authority
From: Karen A. Prendergast, Comptroller *KAP*
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.



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. 8/15)

BE IT RESOLVED, that the **Erie County Water Authority** / **50629** 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 their record of activities:

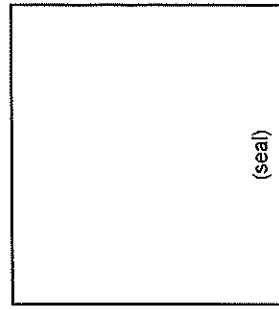
Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
Appointed Officials								
ECWA Board Member	6 hrs	Jerome D. Schad	7031	50576768	<input type="checkbox"/>	04/28/16 - 04/27/19	11.6 days/mo.	<input type="checkbox"/>
ECWA Board Member	6 hrs	Mark S. Carney	2095	62356985	<input type="checkbox"/>	04/28/18 - 04/27/21	10.3 days/mo.	<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, **Terrence D. McCracken**, secretary/clerk of the governing board of the **Erie County Water Authority**, 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 20th day of _____, 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.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the **Erie County Water Authority** on this 20th day of September, 2018, (Signature of the secretary or clerk) (Name of Employer)



Affidavit of Posting: I, **Terrence D. McCracken**, being duly sworn, deposes and says that the posting of the Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the _____ (Date)

- Employer's website at ecwa.org/pdf/StandardWorkDayReporting
- Official sign board at _____
- Main entrance secretary or clerk's office at _____

