

STANDARD WORK DAY RESOLUTION FOR EMPLOYEES

BE IT RESOLVED, that the Rensselaer County IDA, Location Code 51263, hereby establishes the following as standard work days for its below listed employee 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)
Receptionist	6 hrs./day

Resolution ADOPTED by the following vote:

Ayes: 6

Nays: 0

Abstain: 0

June 10, 2021

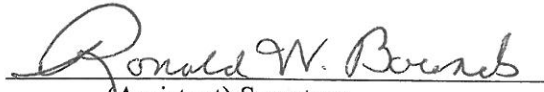
STATE OF NEW YORK)
) SS.:
COUNTY OF RENSSELAER)

I, the undersigned (Assistant) Secretary of Rensselaer County Industrial Development Agency (the "Agency"), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on June 10, 2021 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 10th day of June, 2021.


(Assistant) Secretary

(SEAL)

Office of the New York State Comptroller
Thomas P. DiNapoli



New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Elizabeth Wicks, Assistant Director
Member & Employer Services Bureau

Phone: 518-474-0167
Fax: 518-474-8357
Email: RTempSer@osc.ny.gov
Web: www.osc.state.ny.us/retire

April 2, 2021
Location Code: 51263

Mr. Robert Pasinella Jr.
Director
Rensselaer County IDA
County Office Building
1600 7th Ave
Troy, NY 12180

Dear Mr. Pasinella:

As part of the examination of the fiscal affairs of Rensselaer County IDA conducted by examiners from the Office of the State Comptroller, the following retirement reporting discrepancies were noted:

We require verification that a standard workday has been established for positions covered under IDA employment. A standard workday, for Retirement reporting purposes, cannot be less than six nor more than eight hours per day, whether set by Board resolution or by contractual agreement. Once this has been completed, the IDA can determine how many days worked should be reported based on the hours worked recorded on a regular basis. The hours worked, divided by the standard workday established for the position, results in the number of days worked to be reported. The audit noted the following titles do not have a SWD on file:

- Administrative Assistant
- Receptionist
- Agency Council

We require the IDA to create standard workday, which must be between six and eight hours, for the titles listed above and a resolution (RS2418) stating the standard workday for these titles. Review the calculations for any employees that may be affected and submit adjustments where necessary. Provide a written response as to the results of your days calculation review along with a copy of the resolution.

Sample form may be found at: <https://www.osc.state.ny.us/files/retirement/forms/pdf/rs2418.pdf>

The audit also noted timesheets are not maintained by employees, there should be a system in place to keep track of hours worked so the proper days worked calculation can be completed.

Please review this information and provide this agency with written verification of your results within 60 days from the date of this letter.

If you need further assistance you may contact William Buckley at (518) 474-0167 or by emailing your inquiry to RTempSer@osc.ny.gov. Thank you for your anticipated cooperation.

Employer Participation and Education Unit
Member & Employer Services Bureau

EW: WB/nhm
Enclosures

cc: Gary Gifford, Chief Examiner – Audit Area #5
Ms. Robin La Brake, Personnel Officer

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.