

Please type or print clearly  
in blue or black ink

Employer Location Code

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

RS 2417-A

(Rev.09/18)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED, that the Berlin Central School District / 73809 hereby established the following standard work days for these titles and will

(Name of Employer)

(Location Code)

report the officials to the New York State and Local Retirement 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)	NYSLRS ID:	Tier 1 (Check only if member is 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:								
District Clerk	8	Mary Grant			<input type="checkbox"/>	7/1/2019-6/30/2020		<input type="checkbox"/>
Tax Collector	8	Jean Barber			<input type="checkbox"/>	7/1/2019-6/30/2020		<input type="checkbox"/>
Treasurer	8	Tammy Whitman			<input type="checkbox"/>	7/1/2019-6/30/2020		<input type="checkbox"/>

I, \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_, of the State of New York,

(Name of Secretary or Clerk)

(Circle one)

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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ 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 \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, \_\_\_\_\_ being duly sworn, deposes and says that the posting of the Resolution began on

(Name of Secretary or Clerk)

\_\_\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the:

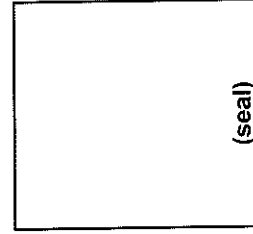
(Date)

☐ Employer's website at: \_\_\_\_\_

☐ Official sign board at: \_\_\_\_\_

☐ Main entrance Secretary or Clerk's office at: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ (for additional rows, attach a RS 2417-B form.)





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 Berlin Central School District, Location code 73809, 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)
Building Maintenance Worker	8
Painter	8
Microcomputer Tech - 10 month	6
Microcomputer Tech - 12 month	8
Cook	8
Food Service Worker	6

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Date enacted: July 2, 2019

(Signature of clerk)

I, Mary M. Grant, clerk of the governing board of the Berlin Central School District,  
(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 2nd day of July, 2019 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 \_\_\_\_\_ 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 WHEREOF, I have hereunto

Set my hand and the seal of the

Berlin Central School District

(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**



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Title	Standard Work Day (Hrs/day)
Chauffeur	6
Bus Attendant - 10/11 month	6
Dispatcher	8
Mechanic	8
Head Mechanic	8
Custodial Worker	8
Custodian	8
Senior Custodian	8

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Date enacted: July 2, 2019

(Signature of clerk)

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(Name of Employer)

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Title	Standard Work Day (Hrs/day)
Typist - 12 month	8
Senior Typist - 11/12 month	8
Information Processing Specialist	8
Clerk	6
Account Clerk Typist - 12 month	8
Account Clerk - 11/12 month	8
Messenger - 11 month	8
Bus Driver	6

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Date enacted: July 2, 2019

(Signature of clerk)

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Title	Standard Work Day (Hrs/day)
Administrator	8
Management Confidential	8
Teachers	7
Monitors	8
Teaching Assistants	6
Health Office Assistants	6
RPN	6
Typist - 10/11 month	6

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Date enacted: July 2, 2019

(Signature of clerk)

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(Name of Employer)

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