

## Standard Work Day and NYS Retirement System Reporting Resolution

On a motion made by Trustee Rinaldi, and seconded by Trustee Kim, the following resolution was adopted by the Board of Trustees of the Village of Tarrytown, NY with a 6-0 vote.

WHEREAS, the New York State and Local Retirement System requires that the Village establish a standard workday for each employee title for retirement reporting purposes,

NOW THEREFORE BE IT RESOLVED: that the Village of Tarrytown Location Code 40027 hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the Village Clerk of the Board of Trustees:

Title	Standard Work Day (hours)
Assistant Court Clerk-Spanish	7.00
Assistant Junior Engineer	7.00
Auto Mechanic I	8.00
Auto Mechanic II	8.00
Building Inspector	7.00
Caretaker 1	7.00
Chief Water Treatment Operator	8.00
Code Enforcement Officer	7.00
Court Clerk	7.00
General Foreman	8.00
Intermediate Clerk	7.00
Laborer	8.00
Lead Maintenance Mechanic - Automotive	8.00
Lead Maintenance Mechanic - Sanitation	8.00
Librarian I	7.00
Librarian II	7.00
Library Clerk	7.00
Library Director	7.00
Maintenance Mechanic/Utility	8.00
MEO/Road Maintainer	8.00
Motor Equipment Operator I	8.00
Office Assistant/Automated Systems	7.00
Office Assistant/Financial Support	7.00
Parks Foreman	8.00
Parks Groundsman	8.00
Parking Enforcement Officer	8.00
Parking Meter Repairer	8.00
Police Chief	8.00

Police Lieutenant	8.00
Police Officer	8.00
Police Sergeant	8.00
Recreation Assistant	8.00
Recreation Leader	8.00
Road Maintainer	8.00
Road Maintenance Foreman	8.00
School Crossing Guard	8.00
Secretary to Planning/Zoning/	7.00
Senior Account Clerk Typist	7.00
Senior Library Clerk	7.00
Senior Office Assistant/Police	7.00
Skilled Laborer	8.00
Staff Assistant/Library	7.00
Superintendent of Public Works	8.00
Superintendent of Recreation	8.00
Village Administrator	7.00
Village Clerk	7.00
Deputy Village Clerk	7.00
Village Engineer	7.00
	6.00 hrs per day
Village Justice	8.67 days per month
	6.00 hrs per day
Acting Village Justice	2.39 days per month
Village Treasurer	7.00
Deputy Village Treasurer	7.00

**Standard Work Day and NYS Retirement System Reporting Resolution –  
Appointed Officials**

On a motion made by Trustee Rinaldi, and seconded by Trustee Kim, the following resolution was adopted by the Board of Trustees of the Village of Tarrytown, NY with a 6-0 vote.

WHEREAS, the New York State and Local Retirement System (NYSLRS) has set certain reporting requirements that apply to elected and appointed officials whose terms started on or after August 12, 2009, who are members of the NYSLRS and who do not participate in their employee's time keeping system; and

WHEREAS, based on this requirement, the Village must establish a standard workday for each of these elected and appointed offices, specify the expectation of each term, designate the number of days to be reported for each official and certify receipt of record of activities,

NOW THEREFORE BE IT RESOLVED: that the Village of Tarrytown hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted to the Village Clerk:

**ELECTED OFFICIALS:**

TITLE	NAME	STANDARD WORK DAY	TERM BEGINS/ ENDS	PARTICIPATES IN A RECORD KEEPPING SYSTEM	DAYS /MONTH S	TIER 1	NOT SUBMITTED NO REC OF ACTIVITY COMPLETED OR TIMEKEEPIN G SYSTEM
VILLAGE JUSTICE	KYLE MCGOVERN	6.0	12/07/2019-12/04/2023	Yes	8.67	NO	xxxx
ACTING VILLAGE JUSTICE	GEORGE HIAPATSOS JR	6.0	12/03/18-12/05/22	Yes	2.39	NO	xxxx

\*For the purpose of this resolution only

TITLE	NAME	STANDARD WORK DAY	TERM BEGINS/ ENDS	PARTICIPATES IN A RECORD KEEPING SYSTEM	DAYS/ MONTHS	TIER 1	NOT SUBMITTED NO REC OF ACTIVITY COMPLETED OR TIME KEEPING SYSTEM
VILLAGE CLERK	KRISTINE GILLIGAN	7.00	4/15/2020-12/05/2022	YES	N/A	NO	
DEPUTY VILLAGE CLERK	ALISSA FASMAN	7.00	12/06/2021-12/05/2022	YES	N/A	NO	
TREASURER	ANTOINETTE MORALES	7.00	4/25/2022-12/05/2022	YES	N/A	NO	
DEPUTY TREASURER	AZUCENA MOLINA	7.00	5/17/2021-12/05/2022	YES	N/A	NO	