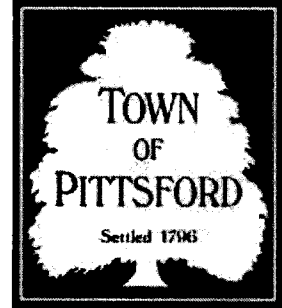


# MEMORANDUM



**To:** Town Board

**CC:** Linda Dillon

**From:** Mark Callahan

**Date:** June 1, 2017

**Regarding:** Elected Official Robert Shaddock's Standard Work Day Credit for NYSLRS

As you may be aware, the NYS Office of the Comptroller adopted a regulation that became effective August 12, 1999 which initiated new reporting rules for elected and appointed officials. When an elected or appointed official becomes a member of the New York State and Local Retirement System (NYSLRS), they must keep a record of work activities for three (3) consecutive months, to be used to determine their standard work day and average hours for reporting purposes to the NYSLRS. Thereafter, the Town Board must pass and submit a Resolution to the Comptroller in order to receive the appropriate service credit in the Retirement System.

This year, only Town Justice, Robert Shaddock, being newly elected, is required to fulfill this requirement. He has completed his record of work activities for the required three (3) months and the attached Standard Work Day and Reporting Resolution for Elected and Appointed Officials is being submitted for Town Board approval, which will then be posted on the Town of Pittsford website for 30 days, as required.

The following Resolution is being offered for consideration:

**RESOLVED**, that based on the log kept by Town Justice, Robert Shaddock, for three months, his NYS Retirement will be credited for service time worked as follows:

Robert Shaddock, Town Justice                      Service Credit beginning: January 1, 2017

Total Hours worked in 3 months = 123.6 ÷ 3 (months of record) = 41.2 ÷ 6 (std. work day) = 6.86

6.86 (Days/Month column) x 12 (months in yr) = 82.32 ÷ 26 (pay periods in yr.) = 3.16 days worked per pay period.

3.16 will be the number used in the report submitted to the Retirement System each pay period.

Be it further

**RESOLVED**, that the attached Standard Work Day and Reporting Resolution - New York State Form RS 2417-A, be and is hereby made a part of this Resolution.



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 Town of Pittsford / 30049 hereby establishes the following standard work days for these titles and 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)
<b>Elected Officials</b>								
Town Justice	6.0	Robert Shaddock		43561869	<input type="checkbox"/>	1/1/2017-12/31/2020	6.86	<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
<b>Appointed Officials</b>								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, Linda Dillon, secretary/clerk of the governing board of the Town of Pittsford, 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 10th day of June, 2017 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 Town of Pittsford on this 9th day of June, 2017. Linda M. Dillon  
 (Signature of the secretary or clerk) (Name of Employer)

Affidavit of Posting: I, Linda Dillon, being duly sworn, deposes and says that the posting of the Resolution began on June 8, 2017 and continued for at least 30 days. That the Resolution was available to the public on the

- Employer's website at www.townofpittsford.org
- Official sign board at Town Hall, 11 South Main Street, Pittsford, NY
- Main entrance secretary or clerk's office at 11 South Main St, Pittsford, NY

