



## Business Office

6/8/2023  
BOE

To: Dr. Lorna R. Lewis  
From: Christopher Caputo CC  
Re: Standard Work Day Resolution (ERS) for Board Agenda  
Date: May 11, 2023

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As per recommendation of the District's auditors the District must have on file verification that a standard work day has been established for employee groups covered under District employment. A standard work day, 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. The District must adopt a resolution to establish the standard work day for the following positions for ERS.

### **Below is the resolution that will be on the June 13<sup>th</sup> agenda:**

BE IT HEREBY RESOLVED THAT the Board of Education of the Malverne Union Free School District establishes the following standard work day for school officials and employees, and will report the following days worked to the New York State and Local Employees Retirement System:

<u>Title</u>	<u>Standard Work Day</u>	<u>Term</u>
District Treasurer	7 hours	7/1 - 6/30 (Annual)
District Clerk	6 hours	7/1 - 6/30 (Annual)
Election Workers	6 hours	7/1 - 6/30 (Annual)
Student Workers	6 hours	7/1 - 6/30 (Annual)
Summer Help	6 hours	7/1 - 6/30 (Annual)
Substitute Cleaners	8 hours	7/1 - 6/30 (Annual)
P/T Groundskeeper	8 hours	7/1 - 6/30 (Annual)
P/T Laborer	8 hours	7/1 - 6/30 (Annual)
P/T Cleaner	8 hours	7/1 - 6/30 (Annual)
Substitute Clerical	7 hours	7/1 - 6/30 (Annual)
Substitute Security	8 hours	7/1 - 6/30 (Annual)
Substitute Nurses	7 hours	7/1 - 6/30 (Annual)