

Received Date

Standard Work Day and  
Reporting Resolution for  
Elected and Appointed Officials

Employer Location Code

30298

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.12/23)

BE IT RESOLVED, that the Town of Castile

/ 30298

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:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Michelle Post	9490	11520580	Town Board	01/01/2024-12/31/2025	6.00		<input checked="" type="checkbox"/>	Qtrly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Vickie Koch	0253	10564026	Town Clerk/Tax Collector	01/01/2024-12/31/2025	6.00	20.00	<input type="checkbox"/>	bi-wkly	<input type="checkbox"/>
Tina Rados	6224	11115941	Assessor	10/01/2019-09/30/2025	6.00	6.68	<input type="checkbox"/>	bi-wkly	<input type="checkbox"/>
Devon Kelly	8297	12759054	Town Attorney	01/01/2024-12/31/2025	6.00		<input checked="" type="checkbox"/>	bi-wkly	<input type="checkbox"/>

Vickie Koch

Town of Castile

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

(Name of Secretary or Clerk)

(Name of Employer)

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 8<sup>th</sup> day of May, 2025 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 Castile

on this 8<sup>th</sup> day of May, 2025.

(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Vickie Koch

(Name of Secretary or Clerk)

being duly sworn, deposes and says that the posting of the Resolution began on

5/8/25 and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

☒ Employer's website at: Castileny.com

☐ Official sign board at: \_\_\_\_\_

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

Date 1 of 2

(for additional true attach a RS 2417-B form)

(seal)



### Instructions for completing the Standard Work Day and Reporting Resolution

A	B	C	D	E	F	G	H	I	J
Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Date	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials									
John Smith	0000	R11111111	Highway Superintendent	1/1/2018-12/31/2019	8.00	32.79		Weekly	
Michelle Jones	1111	R11111111	Town Justice	1/1/2018-12/31/2018	6.25		X	Bi-Weekly	X
Appointed Officials									
Joseph Grey	2222	R22222222	Planning Board Member	1/1/2018-12/31/2018	7.00	17.54		Monthly	

- A. Name:** The official's complete first and last name must be included for identification purposes.
- B. Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- C. NYSLRS ID:** The official's NYSLRS ID must be included for identification purposes. For security purposes, the NYSLRS ID can be omitted from the publicly posted version.
- D. Title:** All paid elected and appointed officials (who are active members of the Retirement System) and are not paid hourly and do not participate in a employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- E. Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- F. Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is **six**, while the maximum is **eight**. A SWD 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 board member only attends one three-hour boarding meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- G. Record of Activities Result\*:** This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- H. Not Submitted:** This column must be checked if an official has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitted the ROA.
- I. Pay Frequency:** This column should be filled in with one of the following options: Annually, Bimonthly, Biweekly, Monthly, Quarterly, Semi-annually or Weekly.
- J. Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted via the *Submit Resolution for Official* link in Retirement Online.

\*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website:  
<http://www.osc.ny.gov/retirement/employers/reporting-ea-officials/overview>



Please type or print clearly  
in blue or black ink

Employer Location Code

3 0 2 9 8

Received Date

Standard Work Day and Reporting  
Resolution for Elected and  
Appointed Officials Continuation Form

RS 2417-B

(Rev. 04/20)

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Judy McClurg	3522	11759577	Town Justice	01/01/2024-12/31/2027	6.00	5.42	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Darcy Salamone	1021	13106360	Council Member	01/01/2024-12/31/2025	6.00		<input checked="" type="checkbox"/>	Qtrly	<input type="checkbox"/>
Ann Heizmann	8285	13131269	Zoning Bd of Appeals	01/01/2023-12/31/2028	6.00		<input checked="" type="checkbox"/>	Annual	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

Dated: May 8, 2025

I, Vickie Koch, Clerk of the Town Board of the Town of  
Castile of the State of New York, certify that the full Town Board consists of 5 members,  
and that 5 of such members were present at such meeting and that  
5 of such members voted in favor of the above resolution.

BE IT RESOLVED, that the Town of Castile Board be and hereby establishes the following as a **standard work** day for employees for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

Town Supervisor

Six hour standard work day

Town Board

Six hour standard work day

Public Works Maintenance Supervisor

Eight hour standard work day

Electrical Pipe Maintenance Worker

Eight hour standard work day

Highway Superintendent

Eight hour standard work day

Deputy Highway Superintendent

Eight hour standard work day

MEO (Machine Equipment Operator)

Eight hour standard work day

Laborer Part Time

Six hour standard work day

Seasonal Laborer

Six hour standard work day

Town Clerk

Six hour standard work day

Registrar of Vital Statistics

Six hour standard work day

Deputy Town Clerk

Six hour standard work day

Tax Collector

Six hour standard work day

Town Justice

Six hour standard work day

Justice Clerk

Six hour standard work day

Assessor

Six hour standard work day

Assessor Clerk

Six hour standard work day

Zoning Officer

Six hour standard work day

Zoning Officer Secretary

Six hour standard work day

Historian

Six hour standard work day

Town Attorney

Six hour standard work day

Cleaner

Six hour standard work day