

#19

CLINTON CENTRAL SCHOOL DISTRICT

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Mr. Joseph Barretta
Assistant Superintendent for Business

To: Dr. Stephen Grimm, Superintendent

From: Joseph Barretta, Assistant Superintendent for Business



Date: September 11, 2018

Re: Standard Work Day – Coordinator of Athletics and Communications

As part of the Office of the New York State Comptroller's Financial Report of Clinton Central School District, it was recommended that the District establish a standard working day for the position of Coordinator of Athletics and Communications. I am recommending approval of establishing a standard work day for this position at a five day work week, seven hour work day.

Please let me know if you have any questions.

Thank You.



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 Clinton Central School District, Location code 73004, 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)
<u>Coordinator of Athletics and Communications</u>	<u>7</u>

On this _____ day of _____, 20____

 (Signature of clerk) Date enacted: _____

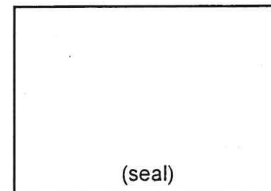
I, _____, clerk of the governing board of the _____, (Name of Employer)

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 _____ 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.

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

 (Name of Employer)



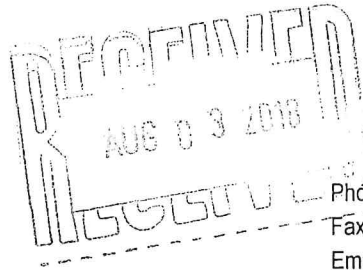
*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

Office of the New York State Comptroller
Thomas P. DiNapoli



Elizabeth Wicks, Assistant Director
Member & Employer Services



Phone: 518-474-0167
Fax: 518-474-8357
Email: REmpSer@osc.ny.gov
Web: www.osc.state.ny.us/retire

August 1, 2018
Location Code: 73004

Mr. Joseph Barretta
Business Administrator
Clinton Central School District
75 Chenango Ave
Clinton, NY 13323

Dear Mr. Barretta:

As part of the examination of the fiscal affairs of Clinton Central School District, conducted by examiners from the Office of the State Comptroller, the following Retirement reporting discrepancies were noted:

Verification of an established standard work day was not available.

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 standard work day is then used by the employer to determine how many days worked should be reported based on the hours worked. The hours so indicated, divided by the standard work day established for the position, results in the number of days worked to be reported.

The audit noted that a standard work day has not been established for the following title held in the District:

- Coordinator of Athletics and Communications