

**JAMESTOWN COMMUNITY COLLEGE  
JAMESTOWN, NEW YORK**

**RESOLUTION**

**Standard Work Day and Reporting**

**WHEREAS:** The Office of the New York State Comptroller issued regulations defining the process by which appointed officials who are members of the New York State and Local Employee's Retirement System (ERS) must report days worked; and

**WHEREAS:** Said regulations require that the governing board of an employer of appointed officials who are members of the ERS must establish, by resolution, the following: the number of hours prescribed for a standard work day for each appointed position; the expiration of the term for each such appointed position, and whether or not the employer maintains an actual daily record of time worked for the appointed officials; and

**WHEREAS:** JCC currently has two appointed officials who are members of the ERS and subject to the regulations referenced above;

**NOW THEREFORE  
BE IT RESOLVED:** be it resolved that the Board of Trustees of Jamestown Community College hereby establishes the following as standard work days for the following appointed officials and will report the following days worked to the New York State and Local Employee's Retirement System (ERS) based on time keeping system records by these officials.

Title	Name	Social Security # Last 4 digits	Registration Number	Standard Work Day (Hrs/day)	Term Begins/ Ends	Participates in Employer's Time Keeping System (Y/N)	Days/ Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
<b>Appointed Officials</b>									
Vice President & Dean of Administration	John Garfoot			7	8/6/07-8/31/13	Y	N/A		
Vice President & Dean of Cattaraugus County Campus, Continuing Education, and External Partnerships	John Sayegh			7	11/30/09-8/31/13	Y	N/A		

Date enacted: February 15, 2011

On this 15<sup>th</sup> day of February, 2011, Barbara Hastings  
(Signature of secretary)

I, Barbara Hastings, secretary of the governing board of the Jamestown Community College, 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 15<sup>th</sup> day of February, 2011 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 13 members, and that 12 of such members were present at such meeting and that 12 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the Jamestown Community College.

This document consists of 2 pages.

