

CITY SCHOOL DISTRICT OF THE CITY OF NIAGARA FALLS
Niagara Falls, New York

Regular Board Meeting

July 1, 2021

6.09 APPROVAL OF STANDARD WORK DAY RESOLUTION FOR SCHOOL DISTRICT EMPLOYEES
REPORTED TO THE NEW YORK STATE AND LOCAL EMPLOYEES' RETIREMENT SYSTEM

BACKGROUND INFORMATION:

The District employees over 500 employees in various job titles that it reports to the New York State and Local Employees' Retirement System (NYSERS). The Retirement System has required that the District create and update the standard work day for each employee title.

The Administration requests that the Board annually review and update the Standard Work Day Resolution for all titles at the annual Reorganization meeting.

This action item was prepared by Mr. Mark Laurrie, Superintendent of Schools and Ms. Maria Massaro Administrator for Human Resources, and the proposed resolution was reviewed by Mr. Angelo Massaro, School District Attorney.

Mr. Laurrie and Ms. Massaro will answer questions pertaining to this action item.

RECOMMENDATION:

A motion is recommended for the approval of the following resolution:
Approval of Standard Work Day Resolution for School District Employees Reported to the New York State and Local Employees' Retirement System.

WHEREAS, The District employees over 500 employees in various job titles that it reports to the New York State and Local Employees' Retirement System (NYSERS); and

WHEREAS,; The New York State and Local Employees' Retirement System (NYSERS) has required that the District create and update the standard work day for each employee title; and

WHEREAS, The Administration requests that the Board annually review and update the Standard Work Day Resolution for all titles at the annual Reorganization meeting; therefore be it

RESOLVED, that the Board of Education hereby establishes the attached schedule as the standard work days for employees of each title, 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 in the District hereto, be approved; and

RESOLVED, That the President of the Niagara Falls Board of Education be authorized to direct the District Clerk to properly certify the passage of this Resolution and furnish a certified copy of the Resolution to the New York State and Local Employees' Retirement System (NYSERS).and be it further

RESOLVED, That the District Clerk be directed to obtain the signature of the President of the Board and properly certify the passage of the Resolution.

| Title | Actual Hours | Standard Work Day |
|-------------------------------------|--------------|-------------------|
| Account Clerk | 7 hrs. | 7 hrs. |
| Accountant | 7 hrs. | 7 hrs. |
| Administrator for Human Resources | 7 hrs. | 7 hrs. |
| Administrator for IS | 7 hrs. | 7 hrs. |
| Associate Child Care-6 hrs. | 6 hrs. | 6 hrs. |
| Associate Child Care- 6.5 hours. | 6.5 hrs. | 6.5 hrs. |
| Associate Child Care-7 hrs. | 7 hrs. | 6 hrs. |
| Associate Classroom-5.5 hrs. | 5.5 hrs. | 6 hrs. |
| Associate Classroom- 6 hrs. | 6 hrs. | 6 hrs. |
| Associate Classroom-6.5 hrs. | 6.5 hrs. | 6.5 hrs. |
| Associate Classroom-Technology | 6 hrs. | 6 hrs. |
| Associate Family Support | 8 hrs. | 8 hrs. |
| Associate Library -5.5 hrs. | 5.5 hrs. | 6 hrs. |
| Associate Library- 6 hrs. | 6 hrs. | 6 hrs. |
| Associate Physical Ed -5.5 hrs. | 5.5 hrs. | 6 hrs. |
| Associate Physical Ed-6 hrs. | 6 hrs. | 6 hrs. |
| Associate Physical Ed-6.5 hrs. | 6.5 hrs. | 6 hrs. |
| Associate Physical Ed-7 hrs. | 7 hrs. | 7 hrs. |
| Associate Special Ed – 5.5 hrs. | 5.5 hrs. | 6 hrs. |
| Associate Special Ed - 6 hrs. | 6 hrs. | 6 hrs. |
| Associate Special Ed 6.5 hrs. | 6.5 hrs. | 6.5 hrs. |
| Attendance Specialist | 7 hrs. | 7 hrs. |
| Audio Visual Tech. | 8 hrs. | 8 hrs. |
| Auto Mechanic | 8 hrs. | 8 hrs. |
| AV Tech | 8 hrs. | 8 hrs. |
| Budget Manager | 7 hrs. | 7 hrs. |
| Building Attendant - Central Office | 7hrs. | 7 hrs. |
| Building Attendant - NFHS | 7 hrs. | 7 hrs. |
| Cleaner 7 hr. | 7hrs | 7 hrs. |
| Cleaner 8 hr. | 8 hrs. | 8 hrs. |
| Community Relations Director | 7 hrs. | 7 hrs. |
| Computer Application Specialist | 7 hrs. | 7 hrs. |
| Cook and Asst. Cook | 8 hrs. | 8 hrs. |
| Custodian | 8 hrs. | 8 hrs. |
| Director of Facilities | 7 hrs. | 7 hrs. |
| District Clerk | 7 hrs. | 7 hrs. |
| District Transportation Coordinator | 7 hrs. | 7 hrs. |
| Driver | 8 hrs. | 8 hrs. |
| Driver Student Services | 8 hrs. | 8 hrs. |

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| Energy & Procurement Specialist | 7 hrs. | 7 hrs. |
| Food Service Administrator | 7 hrs. | 7 hrs. |
| Food Service Helper 3 hrs. | 3hrs | 6 hrs. |
| Food Service helper 3.5 hours | 3.5 hrs. | 6 hrs. |
| Food Service Helper 6 hours | 6 hrs. | 6 hrs. |
| General Laborer | 8 hrs. | 8 hrs. |
| General Laborer Specialist | 8 hrs. | 8 hrs. |
| General Repairer | 8 hrs. | 8 hrs. |
| Groundskeeper | 8 hrs. | 8 hrs. |
| Health Associate - Clinic | 6 hrs. | 6 hrs. |
| Health Associate - Clinic | 6.5 hrs. | 6.5 hrs. |
| Health Associate - Clinic | 7 hrs. | 7 hrs. |
| Human Resource Manager | 7 hrs. | 7 hrs. |
| Information Tech Specialist | 7 hrs. | 7 hrs. |
| Junior Accountant | 7 hrs. | 7 hrs. |
| Lead Systems Engineer | 7 hrs. | 7 hrs. |
| Licensed Practical Nurse | 7.5 hrs. | 7.5 hrs. |
| Network Tech | 7 hrs. | 7 hrs. |
| Network Engineer | 7 hrs. | 7 hrs. |
| Nurse Part-Time | 7.5 hrs. | 7.5 hrs. |
| Nurse Practitioner | 7 hrs. | 7 hrs. |
| Nurse R.N. | 7.5 hrs. | 7.5 hrs. |
| Part time Cleaner | 4.8 hrs. | 6 hrs. |
| Porter | 8 hrs. | 8 hrs. |
| Principal Account Clerk | 7 hrs. | 7 hrs. |
| Promise Case Manager | 7 hrs. | 7 hrs. |
| Purchasing Clerk | 7 hrs. | 7 hrs. |
| Records Clerk | 7 hrs. | 7 hrs. |
| Safety Officer | 8 hrs. | 8 hrs. |
| Schedule/Attendance Specialist | 7 hrs. | 7 hrs. |
| School Monitor – Lunch-2.5-3.5 hrs. | 2.5-3.5 hrs. | 6 hrs. |
| School Office Support Clerk | 7 hrs. | 7 hrs. |
| Seasonal Laborer | 8 hrs. | 8 hrs. |
| Secretary I | 7 hrs. | 7 hrs. |
| Secretary II | 7 hrs. | 7 hrs. |
| Secretary III | 7 hrs. | 7 hrs. |
| Senior Account Clerk | 7 hrs. | 7 hrs. |
| Senior Auto Mechanic | 8 hrs. | 8 hrs. |
| Senior AV Tech | 8 hrs. | 8 hrs. |
| Senior General Repairer | 8 hrs. | 8 hrs. |
| Senior Groundskeeper | 8 hrs. | 8 hrs. |

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| Senior Network Engineer | 7 hrs. | 7 hrs. |
| Senior Network Tech | 7 hrs. | 7 hrs. |
| Senior School Monitor 7 hrs. | 7 hrs. | 7 hrs. |
| Senior School Monitor 6 hrs. | 6 hrs. | 6 hrs. |
| Storekeeper | 8 hrs. | 8 hrs. |
| Substitute Adult Ed | 6 hrs. | 6 hrs. |
| Substitute Associate | 5.5 hrs. | 6 hrs. |
| Substitute Cafeteria | 3 hrs. | 6 hrs. |
| Substitute Cleaner | 4.8 hrs. | 6 hrs. |
| Substitute Clerk | 7 hrs. | 7 hrs. |
| Substitute Nurse | 7.5 hrs. | 7.5 hrs. |
| Substitute Safety Officer | 8 hrs. | 8 hrs. |
| Systems Engineer | 7 hrs. | 7 hrs. |

[Handwritten signature]

I, JUDITH GLASER, Clerk of the governing Board of the City school District of the City of Niagara Falls, 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 1st day of July 2021 on file as part of the minutes of such meeting and that 8 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the

A handwritten signature in cursive script, reading "Judith Glaser", written over a horizontal line.

Board of Education of the
City School District of the City of Niagara Falls