

HARRISVILLE CENTRAL SCHOOL  
14371 PIRATE LANE  
Harrisville, NY 13648

SUBJECT: Standard Work Day  
DATE: July 2, 2024

**REASON FOR BOARD CONSIDERATION:**

Meet the requirements of the New York State Retirement System.

**FACTS:**

A standard work day for retirement reporting purposes cannot be set at less than six hours per day or more than eight hours per day.

**ANALYSIS AND CONCLUSION:**

Since the Superintendent of Schools has submitted the following standard work days:

| Position   | Work Week          | Standard Work Day           | ERS / TRS               |
|--|--------------------|-----------------------------|-------------------------|
| Building Principal   | Five day work week | 8 hour standard work day    | TRS 12 mo. – 240 days   |
| Bus Driver   | Five day work week | 6 hour standard work day    | ERS 10 mo. - 200 days   |
| Bus/School Monitor   | Five day work week | 6 hour standard work day    | ERS 10 mo. – 180 days   |
| Cafeteria Supervisor   | Five day work week | 8 hour standard work day    | ERS 10 mo.- 200 days    |
| Central Treasurer  | Five day work week | 8 hour standard work day    | ERS 10 mo. - 180 days   |
| Cleaner  | Five day work week | 7 hour standard work day    | ERS 12 mo. – 260 days   |
| CIO  | Five day work week | 7.25 hour standard work day | ERS 10 mo. – 180 days   |
| Counselor  | Five day work week | 7.25 hour standard work day | TRS 10 mo. – 200 days   |
| CSE Support Class of Employees                                 | Five day work week | 8 hour standard work day    | ERS 10 mo. - 180 days   |
| Curriculum Coordinator   | Five day work week | 8 hour standard work day    | TRS 10 mo. – 200 days   |
| Data District Coordinator                                      | Five day work week | 7.25 hour standard work day | ERS 11 mo. – 240 days   |
| District Treasurer   | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |
| Food Service Worker  | Five day work week | 6 hour standard work day    | ERS 10 mo. - 200 days   |
| IT Director  | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |
| Keyboard Specialist – 12 mo                                    | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |
| Keyboard Specialist – 11 mo                                    | Five day work week | 8 hour standard work day    | ERS 11 mo. – 240 days   |
| Maintenance Helper   | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |
| Mechanic/Mechanic Helper                                       | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |
| Prevention Counselor<br>Educator/School Counselor<br>Assistant | Five day work week | 7.25 hour standard word day | ERS 10 mo. – 200 days   |
| School Nurse   | Five day work week | 8 hour standard work day    | ERS 10 mo. - 200 days   |
| Secretary to the Superintendent                                | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |
| Student Laborer  | Five day work week | 8 hour standard wok day     | ERS 12 mo. – 260 days   |
| Sup't of Building &<br>Grounds/Head Custodian                  | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |
| Superintendent of Schools                                      | Five day work week | 8 hour standard work day    | TRS 12 mo. – 240 days   |
| Teacher  | Five day work week | 7.25 hour standard work day | TRS – 10 mo. – 200 days |
| Teacher/Library Aide   | Five day work week | 7.25 hour standard work day | ERS 10 mo. – 180 days   |
| Teaching Assistant   | Five day work week | 7.25 hour standard work day | TRS – 10 mo. – 200 days |
| Title 1  | Five day work week | 7.25 hour standard work day | ERS 10 mo. – 180 days   |
| Transportation Supervisor                                      | Five day work week | 8 hour standard work day    | ERS 12 mo. – 260 days   |

**RECOMMENDED ACTION:**

Upon presentation and recommendation by Robert Finster, Superintendent of Schools, motion made by Cory Bearor and seconded by Heidi McIntosh, that the Board of Education approve the above standard work days to meet the requirement of the New York State Retirement System.

**FOR PRESENTATION TO THE BOARD:**



Robert Finster, Superintendent

7-2-2024

Date