



Resolution RES-20100106.2: APPOINTED AND ELECTED OFFICIAL TIME REPORTING

Whereas, The Town of Portville shall adhere to the provisions of 2 NYCRR 315.4 wherein appointed and elected officials intending to be a member of the New York State Retirement System; and,

The Town of Portville endeavors to inform its appointed and elected officials of the provisions and requirements of 2 NYCRR 315.4; and,

The Town of Portville desires to put forth an operating practice to enable appointed and elected official reporting for those individuals wishing to continue to be a member of the New York State Retirement System.

Now therefore, Be it enacted by the Town Board of the Town of Portville that:

The Work Product Report (TOP-WORKPRODUCT-V20100101) that is the second page of the hourly time card report (TOP-TIMECARD-V20100101) shall be used by those hourly appointed officials as a mandatory requirement for compliance to Personnel Policy V20100101 and any of its successor policies and for compliance to 2 NYCRR 315.4 for elective participation in the New York State Retirement System; and,

The AE Work Product Report (TOP-WORKPRODUCT-EA-V20100101) shall be used by those salaried appointed and elected officials commencing on the date of office and concluding not earlier than 3 months from the commencement of the date of office for compliance to 2 NYCRR 315.4 for elective participation in the New York State Retirement System; and,

The frequency with which the Work Product Report or the AE Work Product Report shall be turned into the Town Bookkeeper shall be weekly and shall be subsequently retained by the town clerk as official records retention for ten years; and,

The town board shall review and subsequently submit with the appointed or elected official's signature certifying the accuracy of his/her Work Product Report or AE Work Product Report, said reports to the New York State Comptroller within 180 days of the commencement of appointed or elected office.

Approved this 6th day of January, 2010, in the Town of Portville, County of Cattaraugus, State of New York,

James Parks
Town Clerk
Town of Portville
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Portville, NY 14770