

HARRISVILLE CENTRAL SCHOOL
14371 PIRATE LANE
Harrisville, NY 13648

SUBJECT: Standard Workday
DATE: July 8, 2025

REASON FOR BOARD CONSIDERATION:

Meet the requirements of the New York State Retirement System.

FACTS:

A standard workday 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 workdays:

Position	Work Week	Standard Workday	ERS / TRS
Building Principal	Five-day work week	8-hour standard workday	TRS 12 mo. – 240 days
Bus Driver	Five-day work week	6-hour standard workday	ERS 10 mo. - 200 days
Bus/School Monitor	Five-day work week	6-hour standard workday	ERS 10 mo. – 180 days
Cafeteria Supervisor	Five-day work week	8-hour standard workday	ERS 10 mo.- 200 days
Central Treasurer	Five-day work week	8-hour standard workday	ERS 10 mo. - 180 days
Cleaner	Five-day work week	7-hour standard workday	ERS 12 mo. – 260 days
CIO	Five-day work week	7.25-hour standard workday	ERS 10 mo. – 180 days
Counselor	Five-day work week	7.25-hour standard workday	TRS 10 mo. – 200 days
CSE Support Class of Employees	Five-day work week	8-hour standard workday	ERS 10 mo. - 180 days
Curriculum Coordinator	Five-day work week	8-hour standard workday	TRS 10 mo. – 200 days
Data District Coordinator	Five-day work week	7.25-hour standard workday	ERS 11 mo. – 240 days
District Treasurer	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Food Service Worker	Five-day work week	6-hour standard workday	ERS 10 mo. - 200 days
IT Director	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Keyboard Specialist – 12 mo.	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Keyboard Specialist – 11 mo.	Five-day work week	8-hour standard workday	ERS 11 mo. – 240 days
Maintenance Helper	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Mechanic/Mechanic Helper	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Prevention Counselor Educator/School Counselor 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 workday	ERS 10 mo. - 200 days
Secretary to the Superintendent	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Student Laborer	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Supt. of Building & Grounds/Head Custodian	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days
Superintendent of Schools	Five-day work week	8-hour standard workday	TRS 12 mo. – 240 days
Teacher	Five-day work week	7.25-hour standard workday	TRS – 10 mo. – 200 days
Teacher/Library Aide	Five-day work week	7.25-hour standard workday	ERS 10 mo. – 180 days
Teaching Assistant	Five-day work week	7.25-hour standard workday	TRS – 10 mo. – 200 days
Title 1	Five-day work week	7.25-hour standard workday	ERS 10 mo. – 180 days
Transportation Supervisor	Five-day work week	8-hour standard workday	ERS 12 mo. – 260 days

RECOMMENDED ACTION:

Upon presentation and recommendation by Robert Finster, Superintendent of Schools, motion made by _____ and seconded by _____, 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:

A handwritten signature in blue ink, appearing to read "Robt Finster", written over a horizontal line.

Robert Finster, Superintendent

A handwritten date "7/9/25" in blue ink, written over a horizontal line.

Date