# Record of Activities: Elected and Appointed Officials





# What you will learn today

- The requirements of Regulation 315.4
- · How to create a Record of Activities
- · How to calculate a Record of Activities
- How to determine if an official is a timekeeper

### **Regulation 315.4**

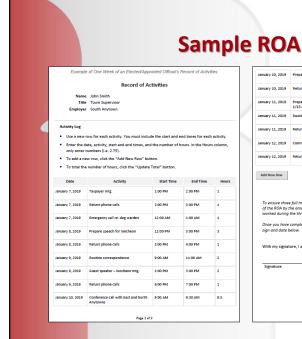
Effective August 12, 2009 and amended August 19, 2015

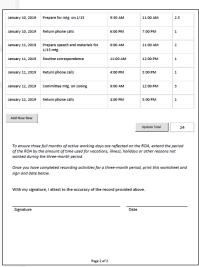
### Requirements:

- Officials are required to keep a 3 month Record of Activities (ROA)
- Individual ROA results are required
- ROA's must be kept on file for 30 years
- Failure to comply with Regulation 315.4 will result in the suspension of service crediting and membership benefits for the officials

### What is a Record of Activities?

- An ROA is a 3 month log of the duties performed and hours worked
- The 3 month ROA is used to determine the service credit that will be reported to the Retirement System
- An ROA is good for up to 8 years provided that the officials' duties and hours have not substantially changed
- A Recertification of the Record of Activities (RS2419) must be signed with each new term of office
- When an official recertifies to the previous ROA they should be listed on the Resolution with the same ROA result that was previously listed
- An official must create a new ROA any time his or her hours or duties have changed
- The ROA result is the average days worked per month that will be reported to the Retirement System

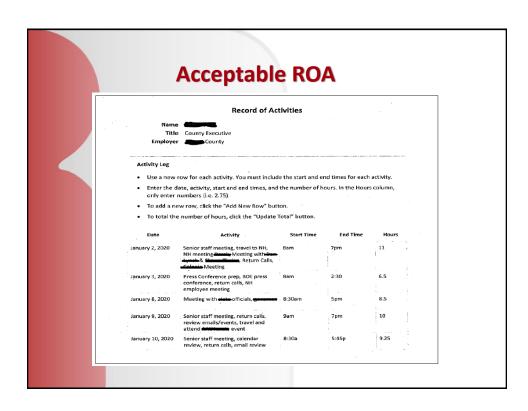


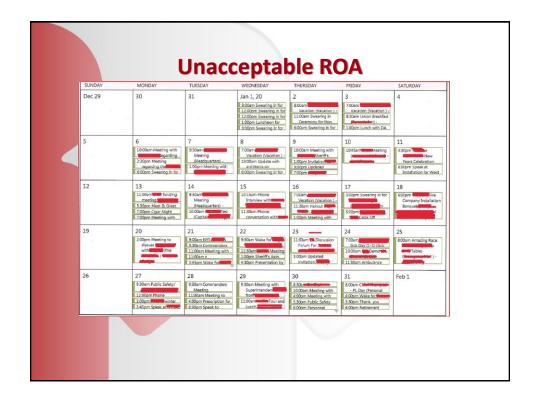


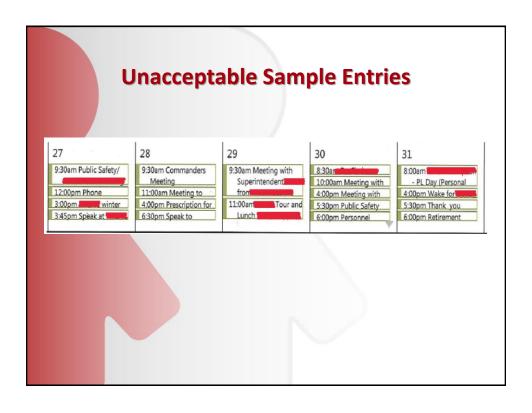
## **Appropriate Time**

- · Answering constituent phone calls
- · Attending municipality sponsored events
- · Discussing issues with constituents while out of the office
- Attending municipality's board/committee meetings
- Preparing for municipality meetings
- Community activities in partnership with the municipality

The Governing Board must review each entry listed on the ROA to determine if the entries are appropriate. The Board must exclude any duties that are not job related from the calculation.







## **Inappropriate Time**

- On-call time (unless called out)
- Time attending campaign events
- Attendance at political party rally/candidates events
- Board and committee meetings for private organizations
- Socializing after legislative meeting
- Personal volunteer work
- Services not paid for by the municipality (e.g., wedding ceremonies)

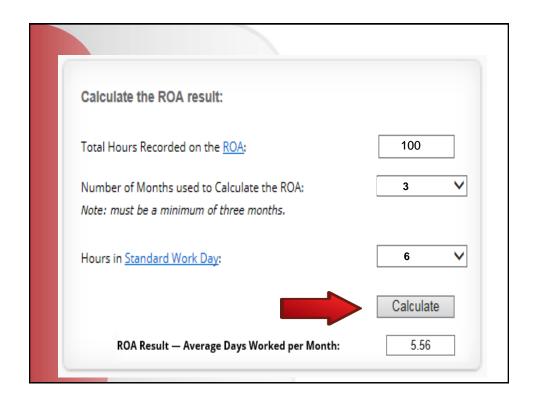
# **ROA Due Dates**

DAY 1  Term of Office / Appointment Begins	DAY 150  Complete Your ROA By	DAY 180 Submit Your ROA By
April 1, 2023	August 28, 2023	September 27, 2023
July 1, 2023	November 27, 2023	December 27, 2023
January 1, 2024	May 29, 2024	June 28, 2024
April 1, 2024	August 28, 2024	September 27, 2024
July 1, 2024	November 27, 2024	December 27, 2024

# Recertification of the Record One Record One Record of Activities | Record | Record

### **Failure to Submit an ROA**

- The official must be listed on a Resolution and be checked as "Not Submitted"
- Pension Integrity will send correspondence by mail requesting an ROA
- A certified letter will be sent if the ROA is not received by the due date
- If compliance is not met the officials' salary and service credit will be suspended for that employer
- The employer must continue reporting the official



### **Calculating a ROA**

Total hours worked in 3 month ROA = 100.00

100.00 total hours ÷ 3 months = 33.3333

33.333 average hours  $\div$  6 SWD = 5.55555

Round up to get an ROA result of 5.56

\*Always round-up to the nearest 0.00, even if you would round down using normal rounding rules

## **Quiz Time!**

- The ROA should be kept for 1 month.
  - False
- The ROA must be reviewed and approved by the Governing Board.
  - True
- There is no penalty if an official fails to submit ROA.
  - False
- Recertification of ROA should be kept with the employer.
  - True

## What is a Timekeeper?

- Officials who use an employer's timekeeping system that tracks hours worked and/or keeps track of accruals (i.e. vacation or sick leave)
- Officials who are paid hourly
- As of August 2015, timekeepers are no longer required to be listed on a Resolution

## **Acceptable Timekeeping System**

The timekeeping system should include a signature and should attest that full hours were worked except for time charged to accruals. The system should also include the signature of the official's supervisor, when applicable, to certify the information is correct.

Examples of a timekeeping system are:

- · Hard copy (paper) time sheets
- · Electronic time sheets
- Punch cards

# Who is responsible for these tasks?

Every municipality is different. Some places share tasks while others have specific positions that deal with each task.

### Typically:

- The Town Clerk prepares the Resolution
- The Board reviews the ROA's and the Resolution prior to passing
- The Bookkeeper receives the Resolution and reports days worked based on ROA results

### **ROA Lifecycle**

- Official records their ROA and submits to the Municipal Clerk
- Municipal Clerk reviews and calculates the ROA
- ROA is presented to the board for approval
- ROA is retained by the municipality for 30 years.

### Resources

- Review the handouts provided to you
- Give our office a call (518) 402-3815
- Email the Pension Integrity Bureau for general information at: <u>PensionIntegrity@osc.ny.gov</u>
- Visit our website at <u>www.osc.state.ny.us/retire</u>
  - Click on the Employers tab
  - Click Reporting Elected & Appointed Officials

# Office of the New York State Comptroller Thomas P. DiNapoli Office of the New York State Comptroller Colleen C. Gardner, Executive Deputy Comptroller

