

Received Date
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## Standard Work Day Resolution for Employees\*

Please type or print clearly  
in blue or black ink

**Employer Location Code**

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See Instructions for completing form on reverse side

**RS 2418**

(Rev.05/22)

BE IT RESOLVED, that the Town of Copake, Location code 30579, hereby establishes the following as standard work days for its employees 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 and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Accountant	6.00
Clerk	8.00
Bookkeeper	6.00
Data Collector	6.00
Secretary	6.00
Typist	6.00
Custodian	6.00
Laborers	8.00

On this 14 day of May, 2026

\_\_\_\_\_ Date enacted: May 14, 2026  
 (Signature of Clerk)

I, Lynn M. DeRocha, clerk of the governing board of the Town of Copake  
 \_\_\_\_\_  
 (Name of Employer)

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 14 day of May, 2026 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

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

Town of Copake  
\_\_\_\_\_  
(Name of Employer)

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(seal)

\*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A) .

For important information and instructions – See Back Page