

# A Step-by-Step Guide for Appointed/Elected Officials

Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation, originally effective in 1975, was most recently amended as of August 19, 2015.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

| Responsible Party              | Responsibility                                                                                                                                                                       | Deadlines & Details                                                                                                                                                                                                                                 |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elected or Appointed Official* | Keeps three-month record of work activities (ROA).                                                                                                                                   | Starts record when term or appointment begins. ROA must be completed within 150 days of commencing a new or subsequent term of office.                                                                                                              |
| Elected or Appointed Official* | Signs the ROA attesting to its accuracy and submits it to secretary or clerk of the governing board.                                                                                 | ROA must be submitted within 30 days of completion.                                                                                                                                                                                                 |
| Governing Board                | Determines if activities listed on ROA are official duties of the position; if not, excludes duties from ROA result calculation.                                                     |                                                                                                                                                                                                                                                     |
| Governing Board                | Establishes a Standard Work Day for each title/ position and adopts the Standard Work Day and Reporting Resolution.**                                                                | At first regular meeting held after an ROA has been submitted.                                                                                                                                                                                      |
| Governing Board                | Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office. | Resolution must be posted for a minimum of 30 days. The officials' social security number and registration number must be omitted from the publicly posted copy. Thereafter, the resolution must be made available through website or upon request. |
| Secretary or Clerk             | Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.                                                                          | Certified copy and affidavit of posting must be filed within 15 days after the posting period has ended.                                                                                                                                            |
| Secretary or Clerk             | Retains ROAs for 30 years.                                                                                                                                                           |                                                                                                                                                                                                                                                     |
| Secretary or Clerk             | Provides complete copies to the Comptroller upon his or her request.                                                                                                                 |                                                                                                                                                                                                                                                     |

\* Elected and appointed officials are required to keep an ROA if:

- They are members of the Retirement System; and
- They do not participate in an employer's time-keeping system that consists of a daily record of actual time worked and time charged to accruals. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

*Officials who are not Retirement System members do not need to prepare a record.*

\*\* The Standard Work Day and Reporting Resolution (RS2417-A) ensures days worked reported to the Retirement System are correct. It reflects the number of hours established for a standard work day for each elected or appointed office and must also state:

- The term beginning and end dates;
- That the official has (or has not) submitted a record of work activities to the clerk or secretary;
- The ROA results for each official.

*If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.*