

WATER AUTHORITY OF GREAT NECK NORTH
TIME AND ATTENDANCE POLICY

As Re-Adopted February 3, 2025

I Bargaining Unit Employees.

The time and attendance of bargaining unit employees are based upon the contract entered into between the Authority and the Bargaining Unit.

II Non-Bargaining Unit Employees.

The time and attendance of non-bargaining unit employees is based upon a 35 hour work week, Monday through Friday, excluding recognized holidays, from 8:00 to 4:00 with one hour for lunch.

III Appointed Officers.

The Officers of the Authority, the length of their terms, expiration of their terms, and their Standard Work Days for purposes of reporting to the State and Local Retirement System, are, respectively, as follows:

a. Chairperson.

- i) Four-year term.
- ii) No fixed hours.
- iii) For the purpose of reporting to the State and Local Retirement System the “Standard Work Day” is six hours.
- iv) The Chairperson is required to submit a record of work activities for a period of three consecutive months and the total number of days per month to be reported to the State and Local Retirement System.
- v) Notwithstanding the foregoing, if the Chairperson is not compensated or if he is retired within the New York State and Local Retirement System and is not required by the System to maintain a record of his time worked, no record of work activities is required and the Chairperson is not required to maintain an actual daily record of time worked.

b. Vice Chairperson.

- i) Four-year term.
- ii) No fixed hours.
- iii) For the purpose of reporting to the State and Local Retirement System the “Standard Work Day” is six hours.
- iv) The Vice Chairperson is required to submit a record of work activities for a period of three consecutive months and the total number of days per month to be reported to the State and Local Retirement System.
- v) Notwithstanding the foregoing, if the Vice Chairperson is not compensated or if he is retired within the New York State and Local Retirement System and is not required by the System to maintain a record of his time worked, no record of work activities is required and the Vice Chairperson is not required to maintain an actual daily record of time worked.

- c. Deputy Chairperson.
 - i) Four-year term.
 - ii) No fixed hours.
 - iii) For the purpose of reporting to the State and Local Retirement System the “Standard Work Day” is six hours.
 - iv) The Deputy Chairperson is required to submit a record of work activities for a period of three consecutive months and the total number of days per month to be reported to the State and Local Retirement System.
 - v) Notwithstanding the foregoing, if the Deputy Chairperson is not compensated or if he is retired within the New York State and Local Retirement System and is not required by the System to maintain a record of his time worked, no record of work activities is required and the Deputy Chairperson is not required to maintain an actual daily record of time worked.
- d. Secretary.
 - i) One-year term
 - ii) Standard Work Day of seven hours.
 - iii) The employer will maintain an actual daily record of time worked.
- e. Treasurer.
 - i) One-year term
 - ii) Standard Work Day of seven hours.
 - iii) The employer will maintain an actual daily record of time worked.