

SUPERVISOR
716-778-8531

TOWN CLERK
716-778-8822
FAX 716-638-4183

ASSESSOR
716-778-8827

TAX COLLECTOR
716-778-6052

BUILDING INSPECTOR
716-778-5947

WATER/SEWER
716-778-8132



TOWN OF NEWFANE

2737 Main Street
Newfane, New York 14108
FAX 716-638-4261

JUSTICE COURT
2896 Transit Road
Newfane, New York
14108
716-778-9292

HIGHWAY
716-778-8844

WATER/SEWER
MAINTENANCE
716-778-8587
6176 McKee Street
Newfane, New York
14108
TDD 1-800-662-1220

RESOLUTION #28-2025

A RESOLUTION ESTABLISHING THE STANDARD WORK DAY FOR EMPLOYEE TITLES

WHEREAS, the Office of the New York State Comptroller requires that each job title at a municipality must have a Standard Work Day (SWD) established by board resolution or contract; and

WHEREAS, the Comptroller further requires that a Standard Work Day must be established for each employee title (including clerks, elected officials, and other positions), regardless of whether the position is part-time, full-time, or currently vacant; and

WHEREAS, the Town Board of the Town of Newfane has reviewed and compiled the list of employee titles and their corresponding Standard Work Day as set forth in the attached documentation;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Newfane hereby establishes the Standard Work Day for each employee title as specified in the attachments to this resolution; and be it further

RESOLVED, that the attachments to this resolution are hereby adopted as the official record of Standard Work Days for all employee titles within the Town of Newfane, in compliance with the requirements of the New York State Comptroller's Office; and be it further

