

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: All Department Heads
FROM: Richard MacDonald, Town Manager
DATE: December 13, 2011
RE: Storm closure information and related handling of time off

With the winter season upon us please read the below storm closure information and related handling of time off. All employees are also encouraged to complete the attached 'Employee Phone Request Form', and return it to Chris Smythe, so updates about emergency closings or delayed openings can be received more easily through the blackboard connect system.

In the event of inclement weather, power outage, or similar emergency, town departments could be closed or have a delayed opening. To learn if a town department is closed, or has a delayed opening, employees should do the following after 6:30AM:

- 1) Listen to WATD (95.9 FM) or WPLM (1390 AM)
- 2) Check emails and voicemails for blackboard connect messages
- 3) Call the main Town Hall number (781-934-1100), and listen to the recording to learn if there is a closure or delayed opening
- 4) If the above fail, call the Highway Department: 781-934-1100, x131

During a work closure employees;

- Who are not at work because they were scheduled to use vacation, personal or sick time, will not be credited with additional time
- Who are called into work while using scheduled vacation or personal time will be able to reschedule that time for a later date
- Need to stay informed about the reopening of Town departments during emergencies using the resources listed above, and communicate with their supervisor regarding their ability to return to work
- Who inform their supervisor that they are unable to report to work can take the hours they normally work as unpaid, or apply available vacation or personal time

878 Tremont Street, Duxbury, MA 02332 Telephone: 781-934-1100 x143 Fax: 781-934-9011
Town-Manager@town.duxbury.ma.us

The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the

NEW HIRE PHONE REGISTRATION FORM / TERMINATED EMPLOYEE PHONE REQUEST FORM

PLEASE PRINT ALL INFORMATION IN INK. THANK YOU.

NEW HIRE TERMINATION EFFECTIVE DATE: _____

FIRST NAME: _____ LAST NAME: _____

EXTENSION: _____ PHONE # (IF OUTSIDE TOWN HALL): _____

DEPARTMENT: _____

FOR THE BLACKBOARD CONNECT SYSTEM

The Blackboard Connect System (or "Reverse 911") can take *up to* 3 phone numbers, one text messaging SMS number and *up to* 3 email addresses.

Employee Resident Both

PHONE # 1: _____ This will be the Primary Number

PHONE # 2: _____

PHONE# 3: _____

SMS #: _____ Please list cell phone if you have texting capability.
It will only be used during an emergency.

EMAIL# 1: _____ Please print legibly.

EMAIL# 2: _____

EMAIL# 3: _____

STREET: _____

CITY/TOWN: _____ STATE: _____ ZIP: _____

Entering your street address is important to be able to register you on the system.
This information will not be shared.

FOR OFFICE USE ONLY:

EXT NAME UPDATED CHANGE VM DIR PROMPT CHANGE DISPLAY NAME
 PERSONAL REF GUIDE TERM EMPL DELETED FROM BB

For additional assistance, please contact Chris Smythe of the DPW at 781-934-1100 ext 130.

Updated 9/2/201110:59 AM

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