

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: All Town Departments
FROM: Rene' J. Read, Town Manager
DATE: November 21, 2014
RE: Holiday Payroll Deadlines and Town Department Hours of Operation

Please read the below information, and share it with your employees, as it relates to payroll deadlines and hours of operation for the Town's non-public safety departments.

November

All payroll must be submitted by 10:00 a.m. on Monday, November 24 in order to process checks for Wednesday, November 26. Meeting these deadlines is critical in order for direct deposits and other bank transactions to occur in a timely manner.

With the exception of public safety, Town departments may close at 4:00 p.m. on November 26 unless the department is scheduled to remain open.

December

All payroll must be submitted by 10:00 a.m. on Monday, December 22 in order to process checks for Wednesday, December 24. Meeting these deadlines is critical in order for direct deposits and other bank transactions to occur in a timely manner.

With the exception of public safety, Town departments may close at 12:00 p.m. on December 24 and 4:00 p.m. on Wednesday, December 31 unless the department is scheduled to remain open.

Please note: employees scheduled to use paid time off will be charged only for the time their Department is actually open.

As always, in the event of inclement weather, power outage, or similar emergency, some town departments may be required to remain open, or return to work. As a result, employees who are typically involved in these kinds of events need to follow the established process and respond accordingly.

Please contact me if you have any questions.

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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 unique character of our town.