

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: All Employees
FROM: Rene' J. Read
DATE: November 14, 2014
RE: Storm closure information and handling of related time for non-public safety employees

With storm season upon us, please read the below information as it relates to non-public safety employees.

Please use the attached 'Employee Phone Request Form' to provide the Town Clerk with updated address or contact information as necessary. Providing a cell phone number is especially helpful to ensure that updates about emergency closings and/or delayed openings are received easily through the blackboard connect system.

In the event of inclement weather, power outage, or similar emergency, town departments could close or delay opening. To learn if either has occurred, employees should do the following after 6:30 AM:

- 1) Listen to WATD (95.9 FM) or WPLM (1390 AM/99.1FM)
- 2) Check emails and voicemails for blackboard connect messages
- 3) Call Town Hall's main number (781-934-1100), and listen to the recording

During a work closure or delayed opening, employees:

- Who are hourly/non-exempt and called into work when their department is closed will be compensated in accordance with the related provision(s) in their collective bargaining contract or the personnel plan, whichever is applicable
- Who are called into work while using scheduled vacation or personal time will be able to reschedule that time for a later date
- Who are not at work because they were scheduled to use vacation, personal or sick time, will not be credited with additional time
- 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
- 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 report to work

If you have any questions, please feel free to contact me.

878 Tremont Street, Duxbury, MA 02332 Telephone: 781-934-1100 x 5400 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 unique character of our town.

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

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