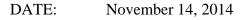
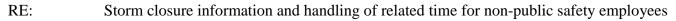
## Town of Duxbury, Massachusetts

## OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER

TO: All Employees

FROM: Rene' J. Read





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 backboard 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 <u>Town-Manager@town.duxbury.ma.us</u>

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 TERM	INATION 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 <i>up to</i> 3 phone numbers, one text messaging SMS number and <i>up to</i> 3 email addresses.		
Empl	loyee 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 CHANGE DISPLAY NAME		

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

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