

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: All Employees

FROM: René J. Read, Town Manager

DATE: December 7, 2021

RE: *Storm Closures, CivicReady Registration and handling of related time off for non-public safety employees*

Supervisors: Please be sure this memo reaches all of your employees and they understand our storm closure process.

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

In the event of an emergency, inclement weather or power outage, some town departments could close, delay opening, work remotely or reopen. To ensure notification during these situations, **please sign up for CivicReady emergency notices on the Town's website under the E-Alerts tab at <https://www.town.duxbury.ma.us/> or complete the attached CivicReady ("Reverse 911") Registration Form** and return it to Liz Mahan, in the DPW administrative office for processing, if you have not submitted one in the last 12 months or your contact information has changed.

In these situations employees should **not** rely on the 'Special Announcement' option available from the Town's main phone number(s.)

Instead use the following outlets regarding the operational status of their departments after 6:30 AM:

- 1) check emails, texts and voicemails for CivicReady messages
- 2) listen to WATD (95.9 FM)
- 3) watch TV channels 4, 5 or 7
- 4) Department Heads may also set up their own internal group text

During an emergency, work closure or a delayed opening, employees:

- must stay informed about the operational status of their department using the resources listed above, and communicate with their supervisor regarding their ability to report to work
- 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 are 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 would normally work as unpaid, or apply available vacation or personal time.

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

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CivicReady (“Reverse 911”) Registration Form

Addition Change Delete (effective _____)

First Name _____ Last Name _____

Street _____ Town _____ Zip _____

Department _____

Employee <input type="checkbox"/>	Resident <input type="checkbox"/>	Both <input type="checkbox"/>
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Phone Messages

Cell _____ Cell(2) _____

Home _____

Work _____

Text Messages

Email Messages

Please Check:

Emergency Alerts

All Severe Weather Alerts

Please note: your address, phone and email information, collected for input to the CivicReady System will not be shared.

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