

To: All Minuteman Staff
From: Kevin F. Mahoney, Interim Superintendent
Re: FY2024 Payroll Cycle Date Change
Date: May 25, 2023

The purpose of this memo is to inform you of a change to the bi-weekly payroll dates for the upcoming school year that will occur in August and September. This change is necessary to remain in compliance with the Collective Bargaining Agreement for payments starting in September and to maintain our 26-payment payroll cycle for other salaried employees. All employees, including salaried employees and teachers that are paid 26/21 pays will receive pay with normal deductions on the following dates in July and August on:

- July 6th
- July 20th
- August 3rd
- August 17th

Please be aware that the August 17th payroll will not be followed by the normal 2-week deposit for all employees. It will be 3 weeks, or September 7th, when the normal 2-week cycle resumes for School Year 2023-2024. All scheduled deductions will be processed with this payroll. Please plan accordingly to minimize any disruptions.

The reasoning behind the necessary adjustment is due to a year being 365 days, however 52 weeks x 7 days per week only adds up to 364 days. All employees end up being prepaid 1 additional day a year. Over the course of 7 years, this adds up to 1 week. This necessary adjustment will have to happen again for the FY2031 payroll cycle as well.

Please contact Nikki Andrade at 781-274-1033 or Diane DeRoche 781-274-1066 in the Business Office with any questions. Thank you for your understanding.