MEMORANDUM

To: Pastors/Administrators, Business Managers/Finance & Operations Managers, and Principals

FROM: Human Resources

RE: Minimum Wage Increase

Date: September 18, 2020

Beginning on January 1, 2021, the Massachusetts minimum wage will increase from $12.75 per hour to $13.50 per hour.

As a result, you will need to adjust the pay of all employees who are making less than $13.50 per hour to reflect the new hourly rate.

Since the first payroll in the new year is on January 22\textsuperscript{nd} (for weeks Jan 3\textsuperscript{rd} – 16\textsuperscript{th} and), any adjustments in pay for January 1\textsuperscript{st}, 2\textsuperscript{nd} will need to be made before the payroll closes for the pay period.

Please contact us at 617.746.5825 if you have any questions.