

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 22nd (for weeks Jan 3rd–16th and), any adjustments in pay for January 1st, 2nd 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.