

MEMORANDUM

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

FROM: Human Resources

RE: Minimum Wage Increase

Date: November 30, 2021

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Beginning on January 1, 2022, the Massachusetts minimum wage will increase from \$13.50 per hour to \$14.25 per hour.

As a result, you will need to adjust the pay of all employees who are making less than \$14.25 per hour to reflect the new hourly rate.

Since the first payroll in the new year is on January 7<sup>th</sup> (for weeks Dec 19<sup>th</sup> –25<sup>th</sup> and Dec 26<sup>th</sup> – Jan 1<sup>st</sup>), any adjustments in pay for January 1<sup>st</sup>, 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.