

November 2021

"Remote" means - on Microsoft TEAMS available during those hours = in-office chat, emails, texts & phone calls:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Remote 8-5 + PC Remote	9 Remote 8-5 +Payroll + DRB Remote	10 ETO 8 hrs	11 ● Veterans Day - 8 hrs	12 Remote 8-5 + AP, SB Packet & Warrants	13
14	15 Remote 8-5 + Selectboard Remote	16 Remote 8-5 +Payroll	17 Remote 8-5	18 ETO 8 hrs	19 ETO 8 hrs	20
21	22 Remote 8-12 ETO 4 hrs	23 Remote 8-5 +Payroll + AP	24 ETO 8 hrs	25 ● Turkey Day - 8hrs	26 ● Columbus Day - 8 Hrs	27
28	29 Remote 8-12 ETO 4 hrs	30 Remote 8-5 +Payroll	1 ETO 8 hrs	2 ETO 8 hrs	3 ETO 8 hrs	4

Available by cell/text/email for emergencies at anytime.

ETO - Earned time off - no immediate access but will monitor emails, voice mails
 AP - Accounts payable - processing with Alyson