



Javier Padilla, J.D.
Chief Talent Officer
padillaj@norwalkps.org
P: 203-854-4017 / F: 203-854-4095
125 East Avenue,
Norwalk, CT 06852-6001

DATE: November 12, 2018
TO: Norwalk Public School 12 Month Employees
RE: Inclement Weather Policies

I wanted to take a moment to remind everyone about our inclement weather policies concerning closings, delays, and dismissals for all 12 Month Employees (excluding custodial and maintenance staff):

SCHOOL CLOSINGS

As of March 22, 2018, all twelve (12) month employees (including Central Office) are expected to report to work during NPS weather or other unplanned, related school closings; unless the Mayor closes City Offices.

If an employee does determine that it is in their best interest to remain home, accrued personal or vacation (not sick) time may be used. Ten (10) month and (11) eleven month employees do not report when schools are closed.

In the event schools are closed and NPS offices are open, a maximum grace period of 2 hours will be granted to all 12 month employees to arrive for work. If NPS Offices are open and an employee chooses not to report for work, the employee must notify their immediate supervisor and use the appropriate amount of vacation time and or personal leave time as applicable.

If for any reason an individual school is closed and or inaccessible due to circumstances beyond the employee's control (e. g. snow not being removed, loss of heat or electricity, etc.), staff members from that building will not be penalized for lost time.

DELAYED OPENINGS

If there is a delayed opening, all school-based employees shall comply with the delayed starting time for the school. Central Office will open at 10:00 a.m.

EARLY DISMISSALS

If schools are dismissed early due to inclement weather, school based employees may leave after all students have been safely dismissed, the building is clear of students and all bus runs have been completed. Central Office staff will be notified when they may leave work, typically, around 3:00 p.m.

****For further clarification on the above stated procedures, employees should refer to contracts of their respective bargaining units i.e. page 23 of the current NFEA contract; page 10 of the TECH contract, etc.*