



## NPS Employee Guidance During Inclement Weather

| INCLEMENT WEATHER SCENARIO   | EMPLOYEE RESPONSIBILITY  |
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| In-person learning at schools are closed, remote learning day is authorized, City Hall Open                | All school-based employees, 10-month, 11-month and 12-month employees including all central office employees work but do so remotely   |
| No in-person learning at schools; schools are closed, traditional snow day is authorized, City Hall Closed | All school-based employees, all 10-month, 11-month do not work.<br>All 12-month employees and central office employees work but do so remotely.<br><b>Alternatively, 12-month employees and central office employees have the option of taking a personal or vacation day.</b> |
| Schools are delayed, City Hall Opened  | All school-based employees shall comply with the school's delayed starting time. Central Office opens at 10:00 a.m.  |
| Schools dismiss early, City Hall Opened  | 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.                           |

\*The above listed weather situations and accompanying working responsibilities do not include custodians. Custodians are considered essential employees during inclement weather and should continue to follow all previous work expectations.