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DATE: January 10, 2019
TO: All Norwalk Public Schools Staff
RE: Standing Guidelines for Lost or Damaged NPS IDs

Effective February 1, all employees should have an ID to be used for swiping and payroll purposes.

Lost or damaged IDs must be reported to building/department NOVAtime administrators as soon as possible.

The cost of a replacement for a lost NPS ID will be \$10.00.

In the event a damaged NPS ID is returned to Don Burr in the HR/Talent Office, the ID will be replaced at no charge.

If a new ID is received, and the old one is later recovered, it should be returned to Don. ***Using an old ID may prevent payroll from being processed correctly for the week it is used.*** (*Replacement funds cannot be refunded.*)

The best way to reach Don with ID questions is email, burr@norwalkps.org.