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DATE: December 10, 2020

TO: Norwalk Public Schools Employees

RE: Inclement Weather Policies

Please be mindful of our inclement weather policies concerning closings, delays, and dismissals for all 12 Month Employees (excluding custodial and maintenance staff):

SCHOOL CLOSINGS

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 Eleven (11) 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. Suppose NPS Offices are open and an employee chooses not to report for work. In that case, the employee must notify their immediate supervisor and use the appropriate amount of vacation time and personal leave time as applicable.

Suppose 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). In that case, 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 school's delayed starting time. 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.*

****Custodians should defer to the December 7, 2020 Memo from Bill Hodel.*