

Inclement Weather Procedures

DESPP: Early Release and Late Openings Notifications for State Offices:

<http://www.ct.gov/demhs/cwp/view.asp?a=1934&Q=287788>

IF:	THEN:
<p>If the DESPP web site indicates a LATE OPENING <u>or</u> directs “non-essential” employees to STAY HOME</p>	<p>The class snow date will automatically be implemented (the length of the delay does not matter). You may:</p> <ul style="list-style-type: none"> • Check the DESPP web site the morning of class. • Check CTDN web site: http://www.ct.gov/ctdn for notice of class cancelation.
<p>If the Governor authorizes an EARLY RELEASE for state employees</p>	<p>The class snow date will automatically be implemented so that instructors can make up whatever content was not covered. Take the following steps:</p> <ul style="list-style-type: none"> • Upon being notified of an early release (from DDS staff; a participant being notified by cell phone, etc.), pause for a class break and verify the early release by checking with the staff at DDS. • Announce the snow date for a make-up class; instruct participants that they must follow the instructions of their own individual agencies and check with their supervisors about returning to work or going home.
<p>If snow or inclement weather is forecast and the instructors would like to RESCHEDULE class to their SNOW DATE</p>	<p>Take the following steps:</p> <ul style="list-style-type: none"> • Notify Susan Baillargeon (860-594-3606) or Deana Giordano/DOL (860-263-6677) as soon as possible <u>the day before</u> your class • Sue/Deana will send an e-mail message to all participants, <u>no later than 2:00 pm the day before</u>, notifying participants that class has been re-scheduled to the snow date. • In addition, a message will be posted on the CTDN web site to announce the snow date implementation.