



TOWN OF GREENWICH

Office of the First Selectman
Town Hall
101 Field Point Road
Greenwich, CT 06830

OUTLOOK CALENDAR POLICY

PURPOSE

The purpose of this policy is to improve the Town's scheduling and time management processes by using the Outlook calendar to reduce scheduling errors, eliminate wasted resources, and conduct business in a modern, professional manner.

SCOPE

This policy applies to all Town employees that are issued official Town email (addresses ending in @greenwichct.org).

POLICY

It is the policy of the Town of Greenwich that all business appointments and work-related meetings during working hours are registered in your Outlook calendar so that colleagues are able to see when it is possible to book an appointment. The Outlook calendar feature will be used to schedule official business meetings and events.

Essential Employee Responsibilities Include:

- Use your calendar for scheduling internal and external meetings, events, and appointments.
- Reply to meeting notifications within a reasonable time, so that meeting organizers are informed of your rejection or acceptance.
- Register your holidays, individual days off, and any other known unavailability in your calendar.
- Continue to follow your normal timekeeping procedures as your Outlook calendar does not replace your timecard.