

Staff Participation

Dear Pace Colleagues:

No doubt the most joyful time at the University is Commencement. As we watch our students celebrate their achievements, we share in their excitement and enjoy the fruits of our collaborative work.

As one of our top priorities and an indicator of our collective accomplishments, Commencement provides us one more opportunity to connect with students and their families and to leave a lasting impression upon them. For this reason, I am asking for your help at the Westchester and New York Commencement ceremonies.

Many hands are needed to make these important events work well. Even if you have never worked at Commencement, I ask that you consider doing so this year.

I also ask that you encourage your student aides to work at one or more of the ceremonies. Student aides are a great resource and we welcome their participation. To assist at one or more of the ceremonies, please complete the [Commencement Staff Assistance Form](#) ^[1] online to be considered. Should you have any questions, please call Special Events at extension 22711. Department heads must give permission for each staff member to assist at Commencement. An e-mail confirmation will be sent to the department heads for their approval.

Once you have been assigned a job responsibility, we will conduct meetings for the group leaders to review specific tasks.

Please complete the Commencement Staff Assistance Form online and submit it no later than Wednesday, April 2, 2008. Should you have any questions, please call Special Events at extension 22711.

Listed below are the details on compensation for the various ceremonies:

WESTCHESTER:

We encourage you to assist at both ceremonies with permission from your supervisor.

The **Westchester Graduate Commencement** will be held on Sunday, May 18, 2008 at 2:30 p.m. in the Ann and Alfred Goldstein Health, Fitness, and Recreation Center on the Westchester campus in Pleasantville.

The approximate work hours will be from 11:00 a.m. to 5:00 p.m. for the majority of the staff; however, some staff hours may vary.

Since the Graduate Commencement is scheduled on a Sunday, the compensation will be as follows:

- FULL-TIME STAFF: Non-exempt employees will receive overtime pay for the number of hours worked.
- PART-TIME STAFF: will be paid \$10 per hour or current rate of pay, whichever is higher.
- PART-TIME STUDENT AIDES: will be paid \$10 per hour or current rate of pay, whichever is higher.

All compensation will be handled through the Office of Special Events. Please do not indicate hours worked on Kronos.

The **Westchester Undergraduate Commencement** will be held on Monday, May 19, 2008 at 11:00 a.m. in the Ann and Alfred Goldstein Health, Fitness, and Recreation Center on the Westchester campus in Pleasantville.

The approximate work hours will be from 7:30 a.m. to 3:00 p.m. for the majority of the staff; however, some staff hours may vary.

Since the Undergraduate Commencement is scheduled on a workday the compensation will be as follows:

- FULL-TIME STAFF: Non-exempt employees will receive overtime pay for the number of hours worked beyond the seven hour workday.
- PART-TIME STAFF: will be paid \$10 per hour or current rate of pay, whichever is higher.
- PART-TIME STUDENT AIDES: will be paid \$10 per hour or current rate of pay, whichever is higher.

All compensation will be handled through the Office of Special Events. Please do not indicate hours worked on Kronos.

Information regarding the work assignments for commencement will be sent during the first or second week in May.

NEW YORK:

We encourage you to assist at both ceremonies with permission from your supervisor.

The **New York Campus Commencement** ceremonies will be held on Wednesday, May 21, 2008 at Radio City Music Hall. The Undergraduate Commencement begins at 10:30 a.m. and the Graduate Commencement begins at 4:00 pm.

Since commencement will be held on a Wednesday, compensation for the staff will be as follows:

- FULL-TIME STAFF: Non-exempt employees will receive overtime pay for the number of hours worked beyond the seven hour workday.
- PART-TIME STAFF: will be paid \$10 per hour or current rate of pay, whichever is higher.
- PART-TIME STUDENT AIDES: will be paid \$10 per hour or current rate of pay, whichever is higher.

All compensation will be handled through the Office of Special Events. Please do not indicate hours worked on Kronos.

The approximate work hours at Radio City Music Hall will be from 8:00 a.m. to 1:30 p.m. for the Undergraduate Ceremony and 1:30 p.m. to 7:00 p.m. for the Graduate Ceremony. However, some staff hours may vary.

Information regarding the work assignments for the Graduate and Undergraduate Commencements will be sent during the first or second week in May.

Please contact Human Resources if you are not sure if you are exempt or non-exempt.

If you have any questions, please contact the Office of Special Events at extension 22711.

I thank you, and look forward to your assistance at these very important ceremonies for our graduates.

Best regards,
Patrick G. Love
Associate Provost for Student Success

Source URL: <http://www.pace.edu/commencement/chile/staff-participation>

Links:

[1] <http://appsrv.pace.edu/specialevents/staff1.cfm>