# Staff Participation

Dear Pace Staff Colleagues:

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

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 a commencement, I ask that you consider doing so this year.

I also ask that you encourage your student assistants to work at one or more of the ceremonies. Student assistants are a great resource and we welcome their participation. To volunteer for one or more of the ceremonies, please complete the Volunteer Commencement Form online [1]. Volunteers need to submit through this online process for consideration. Should you have any questions, please do not hesitate to call Special Events on ext. 22711. Department heads must give permission for each staff member to work at the commencements. An e-mail confirmation will be sent to the department heads for their approval.

Once you have volunteered and been assigned, 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 Monday, April 2, 2007. Should you have any questions, please do not hesitate to call Special Events on ext. 22711.

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

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

**WESTCHESTER:**

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

The **Westchester Graduate Commencement** will be held on Sunday, May 20, 2007 at 2:30 pm in the Ann and Alfred Goldstein Health, Fitness and Recreation Center on the Pleasantville Campus.

The approximate work hours will be from 11:00 am to 5:00 pm 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: Paid $10 per hour or current rate of pay which ever is higher.
- PART-TIME STUDENT AIDES: Paid $10 per hour or current rate of pay which ever is higher.

The **Westchester Undergraduate Commencement** will be held on Monday, May 21, 2007 at 11:00 am in the Ann and Alfred Goldstein Health, Fitness and Recreation Center on the Pleasantville Campus.

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

Since the Undergraduate Commencement is scheduled on a workday the compensation would 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: Paid $10 per hour or current rate of pay which ever is higher.
- PART-TIME STUDENT AIDES: Paid $10 per hour or current rate of pay which ever is higher.

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

**NEW YORK:**

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

The **New York Campus Commencement** ceremonies will be held on Wednesday, May 23, 2007 at Radio City Music Hall. The Undergraduate Commencement begins at 10:30 am 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: Paid $10 per hour or current rate of pay which ever is higher.
- PART-TIME STUDENT AIDES: Paid $10 per hour or current rate of pay which ever is higher.

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

Information regarding the work assignments for the Graduate and Undergraduate Commencements will be sent to all volunteers 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 Special Events Office at extension 22711.

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

Best regards,
Yvonne Ramirez
Vice President for Human Resources

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**Source URL:** http://www.pace.edu/commencement/commencement-2007/staff-participation-0

**Links:**
[1] http://appsrv.pace.edu/specialevents/staff.cfm