

## Staff Participation

TO: All Pace University Staff  
FROM: Matilda McClean, Director of University Special Events  
RE: Staff and Student Aide Assistance at the 2006 Centennial Commencements  
DATE: March 2, 2006

Once again, we are seeking assistance from our staff members and student aides to work the Westchester and New York Centennial Commencement ceremonies.

Please share the staff volunteer form with your student aides. Student aides are a great resource and we encourage them to participate.

Department heads must give permission for each staff member to work at the commencements. An email confirmation will be sent to the department heads for their approval.

Meetings will be scheduled at the various commencement sites for the assigned group leaders to review their responsibilities. All group leaders will be advised of the dates, times and locations of these meetings.

Please complete the [Volunteer Commencement Form](#) (1) online and submit it no later than Monday, April 14, 2006. 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. 22671.

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

### **WESTCHESTER:**

We encourage you to volunteer to work both commencements with permission from your supervisor.

The Westchester Graduate Commencement will be held on Sunday, May 21, 2006 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 for the number of hours worked.
- PART-TIME STUDENT AIDES: Paid for the number of hours worked.
- All part-time staff and student aides will be paid \$10 per hour or their current rate of pay which ever is higher.

The Westchester Undergraduate Commencement will be held on Monday, May 22, 2006 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 for the number of hours worked.
- PART - TIME STUDENT AIDES: Paid for the number of hours worked.
- All part-time staff and student aides will be paid \$10 per hour or their current rate of pay which ever is higher.

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

### **NEW YORK:**

We encourage you to volunteer to work both Commencement ceremonies with permission from your supervisor.

The New York Campus Commencement ceremonies will be held on Wednesday, May 24, 2006 at Radio City Music Hall. The Undergraduate Commencement begins at 10:30 am and the Graduate Commencement begins at 4:30 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 for the number of hours worked.

**Help make  
Commencement a  
Success!**

Complete the online [Volunteer Commencement Form](#) (1) by April 14, 2006.

**Commencement**



- PART-TIME STUDENT AIDES: Paid for the number of hours worked.
- All part-time staff and student aides will be paid \$10 per hour or their 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.

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**Source URL:** <http://www.pace.edu/commencement/commencement-2006/staff-participation-1>

**Links:**

[1] <http://appserv1.pace.edu/specialevents/staff.cfm>