

Call for Commencement Staffing

Dear University Colleagues,

As you all know, Fall Commencement is just around the corner. This is a time of great celebration for the entire campus community and a chance to acknowledge the students who have dedicated so much to graduate from UTSA! Please help us make the upcoming commencement ceremonies the best.

In order to make this joyous event run like clockwork, we ask that you sign up to provide staffing at one or more of the three ceremonies to be held on December 18. The dates/times are listed below. Faculty members and college staff members have already been asked to participate in providing staffing.

We would appreciate it if you would choose one or more of the times below; **e-mail John Kaulfus by Monday, December 6, 2010** at john.kaulfus@utsa.edu to schedule your time(s). Your final assignment(s) will be e-mailed to you on Friday, December 10, by 5 p.m. Please note, employees who are authorized to work during one of the Fall Commencement ceremonies and who work beyond their regular work schedules will be compensated as indicated below. Since working one of these ceremonies may result in accruing compensatory time, approval from your supervisor is required. Supervisors must ensure that any compensatory time earned by employees is recorded on the employee timesheet and DEFINE.

- Classified non-exempt employees are eligible for federal overtime and/or state comp time.
- Classified exempt employees are eligible for state comp time.
- Administrative & Professional are not eligible to earn compensatory time.

For questions to determine compensable time, please contact the Human Resources department at 458-6647.

Saturday, December 18 – Ceremony #3 (COB)
7:30-11:30 a.m.

Saturday, December 18 – Ceremony #4 (COE & COS)
11:30 a.m.-3:00 p.m.

Saturday, December 18 – Ceremony #5 (COA & COPP)
3:00-7:00 p.m.

Thank you all so much for your time and dedication to UTSA.

Gage E. Paine
Vice President for Student Affairs
University of Texas at San Antonio