

Call for Commencement Staffing

Dear University Colleagues,

As you all know, Fall 2013 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. **This is an important time in the lives of our students. We, as Student Affairs staff, recognize this momentous occasion with our work behind the scenes.**

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 20 and 21. The dates/times are listed below.

We would appreciate it if you would choose one of the times below and email Kayla.Larsen@utsa.edu and Alejandra.Perez@utsa.edu to schedule your date and time.

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, prior written 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, supervisors please contact Human Resources.

Friday, December 20, 2013

4:00 p.m. Ceremony
Volunteer Time 1:30-4:00 p.m.
COE
COLFA

Saturday December 21, 2013

10:00 a.m. Ceremony
Volunteer Time 7:30-10:00 a.m.
COEHD
COS
UG Studies

4:00 p.m. Ceremony
Volunteer Time 1:30-4:00 p.m.
COA
COB
COPP

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

Sam Gonzales
Interim Vice President for Student Affairs
The University of Texas at San Antonio