COMMENCEMENT 2018 OVERTIME SPECIAL POSTING FOR LOCAL 528 MEMBERS

Please note: Shifts will be filled in accordance with state seniority. If Local 528/C94 does not meet quota, members of ESP (formerly ACT) will be considered from the sign-up sheet.

ALL INTERESTED EMPLOYEES ARE ASKED TO SIGN UP AT THE SHERMAN BUILDING 2ND FLOOR, FACILITIES SERVICES ADMINISTRATION OFFICE WITH DIANA MONDRAGÓN NO LATER THAN MONDAY, MAY 7TH, 2018 AT 4PM.

If you have any questions, please contact Diana @ 4-2723 between 7:30AM-3:00PM.

Facilities Services needs approximately 40 people on Saturday, May 19th and approximately 30 people on Sunday, May 20th to work overtime for Commencement 2018. This work includes: setup and breakdown of equipment and supplies, custodial duties, grounds cleaning, and all other jobs relating to the event.

Please note: shifts will be filled in accordance with state seniority. If local 528/C94 is unable to meet quota, members of PTAA and ESP (formerly ACT) will be considered from the signup sheets.

Shift Specifics:

Saturday, May 19th:

Lands & Grounds: Report to 210 Flagg Rd Surge Bldg. Room 203 at 6AM

M & R: Report to Sherman Building, 6AM

Custodial Services: Report to Sherman Bldg. 5AM

A half hour will be deducted for a mandatory lunch break after 8 hours.

Sunday, May 20th:

Lands & Grounds: Report to 210 Flagg Rd, Surge Bldg. Room 203 at 5AM

M & R: Report to Sherman Building, 5AM

Custodial Services: Report to Sherman Bldg. 5AM

A half hour will be deducted for a mandatory lunch break after 8 hours.

Athletic Complex: Report to Jodi Hawkins at Mackal Field House. Saturday & Sunday start at 6:00AM until completion both days, Breaks will be 9:15AM and 4:30-4:45PM, a half hour will be deducted for a mandatory lunch break after 8 hours. THESE TIMES ARE SUBJECT TO CHANGE.

ALL INTERESTED EMPLOYEES ARE ASKED TO SIGN UP AT THE SHERMAN BUILDING, 2ND FLOOR FACILITIES SERVICES ADMINISTRATION OFFICE NO LATER THAN MONDAY MAY 7TH, 2018 AT 4:00PM.

FT ACCADEMIC YEAR EMPLOYEES END MAY 12TH, 2018 AND CANNOT WORK PAST THAT DATE.

BY SIGNING UP IT DOES NOT GUARANTEE THAT YOU WILL GET THE DEPARTMENT YOU SIGN UP FOR. IF YOU ARE NEEDED IN ANOTHER DEPARTMENT THEN YOU WILL BE ASSIGNED THERE.

*** BOTH SPRING CLEAN-UP AND COMMENCEMENT SIGN-UPS AT FACILITIES 2ND FLOOR. PLEASE BE SURE YOU SIGN-UP ON BOTH SHEETS.......................!!!