COMMENCEMENT 2020 OVERTIME SPECIAL POSTING FOR LOCAL 528 MEMBERS

Please note: Shifts will be filled in accordance with state seniority. If there is not a sufficient number of Local 528 members available for the overtime assignments, other employees will be considered for open assignments.

ALL INTERESTED KINGSTON CAMPUS EMPLOYEES ARE ASKED TO SIGN UP AT THE SHERMAN BUILDING 2ND FLOOR, FACILITIES OPERATIONS WITH DIANA MONDRAGON, BAY CAMPUS WITH Seth Pilotte, and CASE (formerly CCE) WITH ED COTTLE ON OR LATER THAN TUESDAY, MAY 5TH, 2020 AT 4PM.

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

Facilities Operations needs approximately 40 people on Saturday, May 16th and approximately 30 people on Sunday, May 17th to work overtime for Commencement 2020. This work includes: setup and breakdown of equipment and supplies, custodial duties, grounds cleaning, and all other jobs relating to the event.

Shift Specifics:

Saturday, May 16th: 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
An unpaid 30-minute meal break is required for anyone working at least 8 hours

Sunday, May 17th
Lands & Grounds: Report to 210 Flagg Rd, Surge Bldg. Room 203 at 6AM
M & R: Report to Sherman Building, 5AM
Custodial Services: Report to Sherman Bldg. 5AM
An unpaid 30-minute meal break is required for anyone working at least 8 hours

Athletic Complex: Report to Custodial Office, Sherman Building. Saturday & Sunday start at 5:00AM until completion both days.
An unpaid 30-minute meal break is required for anyone working at least 8 hours.

ACADEMIC YEAR EMPLOYEES WHO END ON MAY 2ND AND/OR MAY 9TH ARE NOT ELIGIBLE TO SIGN-UP.

ALL TIMES ARE SUBJECT TO CHANGE.
BY SIGNING UP, IT DOES NOT GUARANTEE THAT YOU WILL GET THE DEPARTMENT YOU SIGN UP FOR.
IF YOU ARE NEEDED IN ANOTHER DEPARTMENT, YOU WILL BE ASSIGNED THERE.
*** THIS IS FOR THE TWO (2) DAYS OF COMMENCEMENT ONLY. YOU WILL BE NOTIFIED BY MONDAY, MAY 11TH AND WHAT ASSIGNMENT YOU HAVE BEEN GIVEN.