



## Commencement/Reunion 2017

### February Information Session

#### REQUIREMENTS AND EXPECTATIONS

As a reunion worker it is expected that you will:

- Attend the mandatory orientation on Tuesday, May 9.
- Be available for the full reunion work period (May 9-28, including all weekends).
- Work the hours listed on your assigned schedule.
- Know where to report to and what to wear for each shift.
- Report on time for all shifts.
- Notify the department supervisor and reunion work coordinator in the event of illness or emergency that would prevent you from meeting your shift responsibilities.
- Work ALL assigned shifts regardless of pre-hire status.
- Be a full-time Mount Holyoke student studying on campus during the spring semester.
- Not be a graduating senior.

#### ABSENCE POLICY

In order to create the best experience possible for both seniors and alumnae, it is imperative that all reunion workers be present and on time for all shifts. **Please be sure to contact the reunion work coordinators as soon as you know there will be an absence or lateness.**

- All reunion workers are permitted one absence. (One absence is defined as a singular work day. One or more missed shifts within a single day counts as a full absence.)
- More than one absence may result in dismissal from the reunion work program (including termination of room and board).
- One late arrival will result in a warning, and more than one may result in dismissal from the reunion work program (including termination of room and board).
- Missed shifts or lateness may negatively impact your eligibility for future reunion work.

#### APPLICATION PROCESS

- All applicants need to have attended the February information session.
- Shortly after the information session, eligible students will be emailed with further instructions on how to submit their work application online through My Mount Holyoke.
- Interviews will take place the first and second week of March.
- **Pre-hires still need to apply online in order to be assigned their schedules.**
- The initial list of assigned and waitlisted students will be sent out in late March.

- If you would like your name to be removed from consideration for reunion work at any point, notify the reunion work coordinator as soon as possible (reunion-1@mtholyoke.edu).

## WORK SCHEDULE

- Assigned students will be emailed their schedules in mid-April. They will need to thoroughly review their schedules and to return a signed hard copy to the reunion work coordinator. This is a signed agreement between you and the College/Alumnae Association stating that you accept the responsibility for all of the shifts listed on your schedule.
- Hours typically range from 25 to 50 for the Reunion 1 period (May 9-21) and 20 to 45 for the Reunion 2 period (May 22-28); however, some schedules may fall outside these general parameters.
- Students will not be scheduled more than six days in a row due to legal restrictions. May 15 and 22 are designated as “days of rest” for all reunion workers to accommodate these mandates.
- International Students: International students who are in legal F-1 or J-1 visa status may work the full reunion period (as long as they are not graduating). International students who hold other non-immigrant visa statuses (and have permission from the immigration service to work), may be able to work Reunion. Please contact Jenny Medina at the McCulloch Center if you have questions regarding your work eligibility.

## TYPES OF JOBS

- Jobs are primarily available in Housekeeping, Dining Services, Willits-Hallowell, the Alumnae Association, and Facilities Management. Other departments across campus may need student help as well.
- Students should expect to be assigned shifts in Housekeeping and/or Dining Services.
- Some jobs such as Van Driving, EMT, or Lifeguarding require previous experience and/or certification. Please make sure to note any previous work experience you have on your application.

## PRE-HIRE POSITIONS

- Some departments pre-hire their current student workers for the reunion period. Pre-hire students will also be scheduled for shifts outside of their pre-hired department, and they are required to work these shifts as well. You may not be pre-hired for more than one department.

## USHERS AND COMMENCEMENT CHOIR VOLUNTEERS

- These are **unpaid** volunteer positions, and are the only way that non-ticket holders can be present for Commencement. Ushers and Commencement Choir volunteers should expect to work approximately 20 hours for Reunion I, in addition to their volunteer commitment. **Note:** Indicating on the application that you are interested in being an usher does not guarantee that you will be scheduled to do so.

## PAYROLL INFORMATION

- Students working Reunion 2017 are paid the rate of \$11.00/hr (with supervisory/specialized skill roles at \$11.50/hr). Overtime is paid at time and a half for

students working over 40 hours within a pay week (Sunday through Saturday), though **no student should incur overtime as a reunion worker**. If you have another position, you must disclose this information and make sure that you do not exceed 40 hours per week between that job and reunion work.

- You will use web-time entry to log your hours for reunion work. It is your responsibility to accurately record the hours you work for each department in My Mount Holyoke, before the department supervisor approves.
- If you are subbing for someone else, and do not have any shifts within the sub shift department, a paper time sheet will be used for that shift.
- If you have not previously held a job at Mount Holyoke College you must complete the I9, W4, and M4 forms and turn them into Payroll. The I9 Form is a Department of Homeland Security document that must be filled out by all employees. Paychecks **cannot** be released without a completed I9 Form. The Federal Employment Eligibility Verification (Form I-9) requires that you present an original valid form of identification to your employer within three (3) business days of the date employment begins. The list of acceptable documents can be found on the back of the Form I-9, and you have the option to choose which document to present to the College. You may choose one document from List A, or you can choose one document from List B and one from List C. All documents must be originals. Forms can be found at:  
<https://my.mtholyoke.edu/HumanResources/Documents/Forms/Student%20Payroll.aspx> or in the payroll office.
- If you are an international student that has not worked on campus before, you will need to see Jennifer Medina at the McCulloch Center to complete the I9 form. If you sign up for direct deposit, you will not need to wait for your final reunion check to be mailed to you. You will have access to your pay on the pay date. If you would like direct deposit, please visit:  
<https://my.mtholyoke.edu/HumanResources/Documents/Forms/Student%20Payroll.aspx> or the payroll office.
- **Note:** All paychecks will be sent to your campus P.O. Box. Direct Deposit information may be viewed in My Mount Holyoke. If you would like these to be mailed elsewhere, you must contact the College post office.
- Questions pertaining to payroll should be directed to Kathy Koske x2046, or Beth Haber x3194.

## MEALS

- Most meals will be in Blanchard. Student workers must have their MHC One Cards for meals. Only students registered to work reunions will qualify for meals.

## HOUSING

- All reunion workers will need to move to the reunion worker hall in which they will be housed. Students with late Five College exams are required to move 24 hours after their last exam. The Office of Residential Life will be in contact with these students. Move out dates for reunion workers to the reunion workers' hall have not yet been determined. This information will be emailed to students once the dates have been confirmed. The likely dates are May 10 and 11, but could change.
- Move out dates: The key box return is available outside of the residential life office in Safford Hall.

- Reunion I: Workers must vacate their room and return their keys by noon on Monday, May 22
- Reunion II: Workers must vacate their rooms and return their keys by noon on Monday, May 29
- Once move out/in dates have been determined keys can be picked up at the Office of Residential Life. Keys will not be issued to anyone other than the assigned student.
- Expect to live in a double room with another reunion student worker. Roommate requests are accepted, but not guaranteed. Assignments cannot be changed.
- **Reminder:** After you move, reunion student workers will no longer have access to other residence halls unless it is a part of their job.
- **Workers may not have guests during the Reunion work periods.**
- Alcohol policies remain in effect during the reunion work cycle. Reunion workers should not be attending alumnae parties in the residence halls or Blanchard Campus Center. These parties have been planned and paid for by alumnae.
- Trunk Rooms: The College does not provide trunk room storage over the summer. Students must remove their belongings from the trunk rooms. Storing items in the trunk room is at your own risk and the trunk rooms will remain unlocked throughout the Reunion work periods. Anything remaining in the trunk rooms after June 1, 2017 will be discarded.
- Questions pertaining to housing assignments should be directed to Residential Life x2088, and **not** the Alumnae Association.
- **Warning:** Do not leave items in the hall when moving to the reunion workers' hall. In previous years, items left in the halls have been free-binned.

Thank you for applying to work Commencement/Reunion. During this time we rely on student workers' assistance, which is critical to the success of these weekends. If you have any questions or concerns please contact the reunion work coordinator, **REUNION-L@mtholyoke.edu**.

Please visit the website:

**[alumnae.mtholyoke.edu/reunion/student-workers/](http://alumnae.mtholyoke.edu/reunion/student-workers/)**