



Staff Participation Commencement 2017

University of California, Santa Barbara

Join the staff Commencement team! Please help to give our 2017 graduates and their families a meaningful celebration of their achievements. Staff and faculty assistance during Commencement weekend is absolutely necessary and greatly appreciated. These major campus events won't happen without you! Your help for an entire day or several hours will be of immense importance to our graduates and their guests. Breakfast and lunch are provided for staff and faculty participants.

Check with your supervisor for work approval. Complete the form on reverse with signed supervisor approval and return it to the Office of Event Management & Protocol – MC 1135 or Fax 4729 by **Friday, April 14, 2017.**

Commencement Schedule

Saturday, June 17, 2017

9:00 AM Sciences
1:00 PM Engineering and Sciences
4:00 PM Social Sciences I

Sunday, June 18, 2017

9:00 AM Social Sciences II
1:00 PM Humanities and Fine Arts
4:00 PM Graduate Division

For more information regarding all UCSB Commencement ceremonies, please visit <http://www.ia.ucsb.edu/commencement/> or call (805) 893-2117.

 **COMMENCEMENT 2017** 

Saturday, June 17 and Sunday, June 18
7:00 AM to 6:30 PM

Yes, I am available (indicate days and hours):

Saturday, June 17 from _____ to _____

Sunday, June 18 from _____ to _____

Indicate your preference below:

Note: We reserve the right to reassign you based on staffing needs.

____ Student Line-up in the Events Center ____ Staff Marshal

____ Faculty Robing in Hatlen Theater ____ Information Tent – Upper or Lower

____ Program Distribution ____ Tent for Disabled and Sun Sensitive

____ No Preference

NAME _____ EMAIL _____

DEPARTMENT AND MAIL CODE _____

PHONE _____ SHIRT SIZE _____

In accordance with University policy and bargaining unit contracts, non-exempt employees are to be compensated for approved overtime hours worked during **Commencement 2017**. Employees and supervisors should access the Human Resources web site (<http://www.hr.ucsb.edu/labor-relations/welcome>) for specific policy and contract guidelines that govern how overtime is approved and compensated, depending on the employee's election of pay or compensatory time, and the accrual and use of compensatory time after it is earned.

SUPERVISOR APPROVAL SIGNATURE _____

PRINT NAME _____ DATE _____