



# Commencement Day 2009 Staff Registration Form

**Commencement is on Saturday, May 23 this year.  
There will be two ceremonies, one at 9 a.m., and one at 3 p.m.**

The success of the day depends entirely on the good work of employees of SSU. Below are the expectations for staff employees on Commencement Day.

All managers (MPP) are expected to work Commencement, for half days, either morning or afternoon. Preferences will be accommodated as much as possible. MPPs do not claim CTO or overtime due to their exempt status. MPPs who are unable to work Commencement should seek approval from their manager and let commencement coordinator know as soon as possible.

Exempt staff (non-MPPs) are encouraged to work Commencement. Managers of exempt staff may authorize informal time off in accordance with staff bargaining contracts.

Volunteers (non-MPP, non-exempt) who wish to work at one or both of the ceremonies, should seek approval of their manager as CTO or overtime will be accrued.

Please complete and return this form to Bonnie Cormier no later than Friday March 27, 2009 4 p.m.

You may submit this form through

**Fax:** (707) 664-3106

**Email:** [bonnie.cormier@sonoma.edu](mailto:bonnie.cormier@sonoma.edu)

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Campus Phone Extension:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

**Have you worked Commencement Day in the past?**     Yes     No

Please note your first and second choice in a Commencement Day job assignment.

We will do our best to place you in one of your selections but it is not a guarantee.

**First choice of Commencement Day job assignment:**     Assigned Seating     Usher  
 Carts/Wheelchairs     Facilities     Food Booth     Grad Seating     Other: \_\_\_\_\_

**Second choice of Commencement Day job assignment:**     Assigned Seating     Usher  
 Carts/Wheelchairs     Facilities     Food Booth     Grad Seating     Other: \_\_\_\_\_

**Are you available to work:**     Morning Shift     Afternoon Shift     All Day

Workers will be contacted after March 27 with more information about assignments and job-coordinators.