Office of Human Resource Services

To: All Employees

From: Barbara Manuel, Executive Director of Human Resources

Subject: 2014 Commencement Exercises

Date: May 1, 2014

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Another season has come when we applaud the academic achievements of York College students. The College's 44th Commencement Exercises will take place on Friday, May 30, 2014. The Presidential Committee for Ceremonial Events is requesting your assistance in facilitating this special occasion.

This year there will be three ceremonies in the Performing Arts Center. The first ceremony will begin at 9:00 a.m., the second ceremony will begin at 1:00 p.m., and the final ceremony will begin at 5:00 p.m. Your assistance with commencement may require that you change your work schedule, however, you will not be asked to work beyond your normal work day. For example, if your normal work day is 7 hours and you work from 9:00 a.m. to 5:00 p.m., you may be asked to work from 7:00 a.m. to 3:00 p.m.

If you wish to work at Commencement please submit the bottom portion of this letter to Ms. Sherrian Grant-Fordham by Monday, May 22, 2014. Please make every effort to attend an informational meeting which will be held on Wednesday, May 28th at 1:00 p.m. in room 1M06.

Contact Sherrian Grant-Fordham at ext. 2386 for further information.

Thanking you in advance for your assistance on Commencement Day.

Name: _____

Department:_____

Phone number:_____

Alternate Schedule: start time_____ end time_____

Supervisor's Signature_____ Date_____