Reunion 2018

alumnae.mtholyoke.edu/reunion
Reunion Schedule

Review the reunion schedules posted online. This can be a resource for guiding alumnae.
General Association Notes

REUNION REGISTRATION:
Mary Woolley Hall, New York Room
Open Hours: Under “Getting Here” then “Housing”

CAMPUS SHUTTLES:
413-538-2300
(Fridays and Saturdays of reunion weekends)
Under “Schedules”
Schedules

• Know where you need to be, and when you need to be there!

• Connect with your supervisor in advance if you have any questions.

• Check out the job descriptions on the worker site!

• Some pre-hire positions are not posted.
Shift Responsibilities

• Show up on time for every shift
• Abide by position dress codes/protocol
• Fulfill responsibilities laid out in job descriptions
• Maintain a positive, courteous attitude towards fellow workers and supervisors
Alumnae Association Shifts

Sign in and out at the front desk!
# Alumnae Association Shifts

## Sign in and out for breaks!!

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Dept</th>
<th>Position</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>MB</th>
<th>Hrs</th>
<th>Student</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>37167</td>
<td>ALM</td>
<td>Front Desk Assistant</td>
<td>5/10/2018</td>
<td>Th</td>
<td>08:00AM</td>
<td>12:00PM</td>
<td>0</td>
<td>4</td>
<td>Nguyen, M.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36580</td>
<td>ALM</td>
<td>RSW Student Coordinator</td>
<td>5/10/2018</td>
<td>Th</td>
<td>08:00AM</td>
<td>04:00PM</td>
<td>60</td>
<td>7</td>
<td>Mukulu, J.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37889</td>
<td>ALM</td>
<td>Reunion General Driver</td>
<td>5/10/2018</td>
<td>Th</td>
<td>08:00AM</td>
<td>04:00PM</td>
<td>60</td>
<td>7</td>
<td>Basile, K.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mukulu, J.</td>
<td>8:00am</td>
<td>1:00pm</td>
<td>2:00pm</td>
<td>4:00pm</td>
<td></td>
<td></td>
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</tbody>
</table>

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**MHC**

**ALUMNAE ASSOCIATION**

**MOUNT HOLYoke COLLEGE**
Breaks

05/21 Sun 09:00AM [30] 01:00PM 00043257
05/25 Thu 11:00AM [60] 08:00PM 00045056
05/26 Fri 09:00AM 02:00PM 00042043
05/26 Fri 04:00PM [30] 10:00PM 00045334
05/27 Sat 08:00AM [60] 06:00PM 00042755

ours: 31.00
Weekly Hours

Sunday to Saturday span

MUST NOT exceed 40 hours for campus positions
Weekly Hours

WORK WEEK 05/21/2017 - 05/27/2017

1967 Assistant       Abbey/Buckland
1957 Assistant       Abbey
1957 Assistant       Abbey
1957 Assistant       Abbey
1957 Assistant       Abbey

05/21 Sun 09:1
05/25 Thu 11:1
05/26 Fri 09:1
05/26 Fri 04:1
05/27 Sat 08:1

Work Week Total Hours: $1.00
Special Scheduling Notes

Golf Cart Drivers: Credentialing form (email)
Dress Code

• Reunion work t-shirt unless otherwise specified by supervisor; particularly when in direct contact with alums

• Professional appearance at all times
Dress Code: Special Cases

- **Golf cart drivers** – no flip-flops/sandals
- **Commencement dance crew** – black shirt and pants/shorts; no sandals
- **Dining services wait staff** – white blouse, black pants/skirt; hair pulled back; rubber soled shoes
- No shorts for any Dining shifts
- **Ushers** – black pants/skirt; white top; comfy shoes
Additional Protocol

• No perfume please!!

• No cell phones / music devices, unless required for your position

• NAME TAGS as much as possible!
Absence Policy

Reunion student staff are expected to be present and on time for ALL shifts. In the event of a medical emergency or other extenuating circumstances, you must immediately notify the reunion work coordinator (providing 24-hour notice if possible).
Absence Policy

• Subject to circumstances, **one** absence may be granted (defined as a single day including one or multiple shifts).

• More than one absence for any reason 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.
Absences

CONTACT US

reunion-l@mtholyoke.edu
Subbing

Want to be on the sub list?

Email reunion-1@mtholyoke.edu

Subject Line: REUNION SUB
Payroll

• Payroll paperwork! I9 at Skinner

• Direct Deposit? Contact payroll.
Web-time Entry

- You will enter hours in MyMountHolyoke by DEPARTMENT

- Reunion prefix for shifts

- Hours fall under two pay periods
  - May 6 – May 19
  - May 20 – June 2
## Web-time Entry

<table>
<thead>
<tr>
<th>Work Dates</th>
<th>Pay Period End</th>
<th>Sign off by</th>
<th>Paid by</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8-19</td>
<td>Sat, May 19</td>
<td>Mon, May 21, 2 p.m.</td>
<td>Fri, May 25</td>
</tr>
<tr>
<td>May 20-June 2</td>
<td>Sat, June 2</td>
<td>Mon, June 4, 2 p.m.</td>
<td>Fri, June 8</td>
</tr>
</tbody>
</table>
Self-Service Menu

- STUDENTS
- EMPLOYEES
<table>
<thead>
<tr>
<th>Select One</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Position Title</th>
<th>Start Date</th>
<th>Department</th>
<th>Supervisor</th>
<th>Complete By Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/24/16</td>
<td>05/07/16</td>
<td>Reunion Supv-Alum Assoc</td>
<td>05/03/16</td>
<td>Alumnae Association</td>
<td>Danielle M. Lund</td>
<td>05/09/16 02:00PM</td>
</tr>
</tbody>
</table>

**Reunion prefix**

**Department**
What department?

- What positions fall under what departments?
- Found on worker site under Job Descriptions.

<table>
<thead>
<tr>
<th>Department</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumnae Association - ALM</td>
<td>50th, 55th, 60th Class Assistant, Annual Meeting Setup, Back-to-Class Assistant, Checker, Class &amp; Reunions Assistant, Class Photo Assistant, Crowd Control - Big/Little Party, Front Desk Assistants, General Assistant, General Drivers, Golf Cart Driver, International Reception Host, Key Assistant, Laurel Chair, Loyalty Class Assistants, Luggage Help, Lyon’s Pride Host (to be filled by C&amp;R assistant in 2016), LITS - Oral History Project, Women of Color Reception Hosts (to be filled by C&amp;R assistant in 2016), Parade Assistants/Banners, Paws &amp; Handler, Reservation Assistant, Reunion Work System Student Coordinator, Senior Director’s Assistant, Song Leader, Student Videographer, Welcome New Alumnae Ceremony</td>
</tr>
<tr>
<td>Admission - ADM</td>
<td>Admission Tour Guide</td>
</tr>
<tr>
<td>Advancement Office - DEV</td>
<td>Student Office Assistant</td>
</tr>
<tr>
<td>Art Museum - ARTM</td>
<td>Art Museum Guard, Receptionist, Skinner Museum Guard</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
</tr>
<tr>
<td>04/24/16</td>
<td>Sunday</td>
</tr>
<tr>
<td>04/24/16</td>
<td>Sunday</td>
</tr>
<tr>
<td>04/25/16</td>
<td>Monday</td>
</tr>
<tr>
<td>04/26/16</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

To add break
Electronically sign off on hours at the close of the pay period!!
Sub Shift

- You will complete a paper time sheet
- Further instructions if assigned a sub shift
Special Case!

• Dining Services uses Time Clock Plus

• If you have shifts with Dining Services you WILL NOT log in MyMountHolyoke

• Bring OneCard to shift to swipe in
Meals

Breakfast: 7 – 9 a.m.

Lunch: 12 – 2:30 p.m.

Dinner May 8-20: 5 – 7 p.m.

Dinner May 21-27: 5 – 6:15 p.m.

EXCEPTIONS!

Saturday, May 19: Lunch at Skinner Green picnic, 11:30 a.m. – 1 p.m.

Saturday, May 19: Dinner from 5-6:30 p.m. at Dining Commons

Wednesday, May 23: Dinner at Willits-Hallowell, 5:30 – 6:30 p.m.
Worker Residence

**Key pickup:** Division of Student Life, 205 Blanchard
May 9 & 10, 9:00 a.m.-4:30 p.m.

**Key return:** Key box outside 1 Safford Hall

**R1 Move-out:** May 21, noon
**R2 Move-out:** May 28, noon

(One Card deactivates at noon on move-out day.)
Moving

Need help? Email reunion-l@mtholyoke.edu
Subject Line: VAN HELP

• Van help is limited
• Please be ready with all belongings outside at your scheduled pickup time!

Watch your belongings!
Emergencies

413-538-2304
or
1-911 from a campus phone

Fire Alarm
Follow designated procedure for the building.
Alumnae Connections

- Array of generations and varying levels of awareness regarding current campus atmosphere and discussion around diversity

- Engage to the level of your comfort – not your responsibility to educate
Bias Incident/Hate Crime Reporting

Community Insensitivity Form

https://www.mtholyoke.edu/sites/default/files/diversity/docs/communityinsensitivityintakeform-111716.pdf
Campus Resources

• Campus Police: 413-538-2304
• Residential Life: 413-538-2088
• The Dean of Students Office: 413-538-2550
• Counseling Service: 413-538-2037
• Health Services: 413-538-2121 or 413-538-2242

24-hour on-call capacity
Association Resources

Senior Team

Primary

Jonencia Wood
jwood@mtholyoke.edu
413-538-2738, 413-544-3266 (cell)

Secondary

Jennifer Grow, jgrow@mtholyoke.edu, 413-538-2301
Extras

M&Cs!

Tuesday, May 15 and 22

9 p.m. Pearsons

Bring a mug!!

Board Games in Pearsons Living Room
Extras

Mall Trips!
Monday, May 14 and 21
3-5:30 p.m. and 4-6:30 p.m.
Blanchard Stop & JC Penney pickup/dropoff

Other travel needs:  pvta.com/schedules.php
Questions?

Danielle Lund
Coordinator

Alexis Helgeson
Student Coordinator

reunion-l@mtholyoke.edu

Mary Woolley Hall
Room 202

Visit the webpage:
http://alumnae.mtholyoke.edu/reunion/student-workers/
Housekeeping
Kerry Fisher and Eunice Coutinho

Environmental Health & Safety
Lori Smith