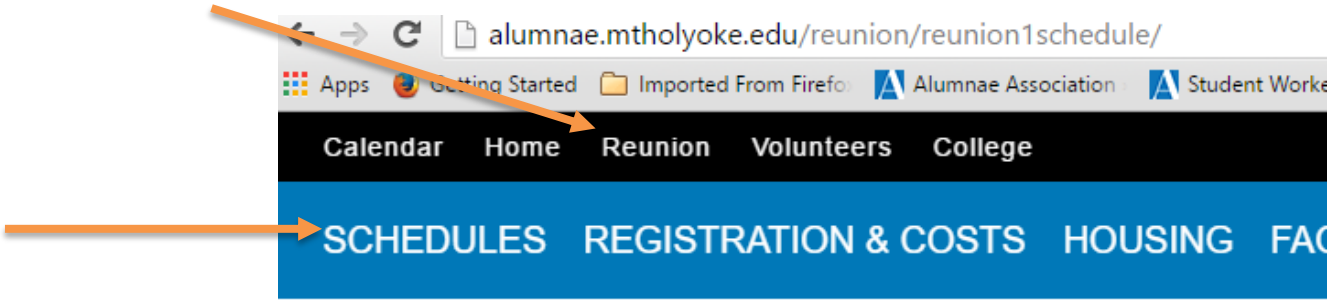
Reunion 2018

alumnae.mtholyoke.edu/reunion

Reunion Schedule

Review the reunion schedules posted online.

This can be a resource for guiding alumnae.



MHC
ALUMNAE ASSOCIATION
MOUNT HOLYOKE COLLEGE

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

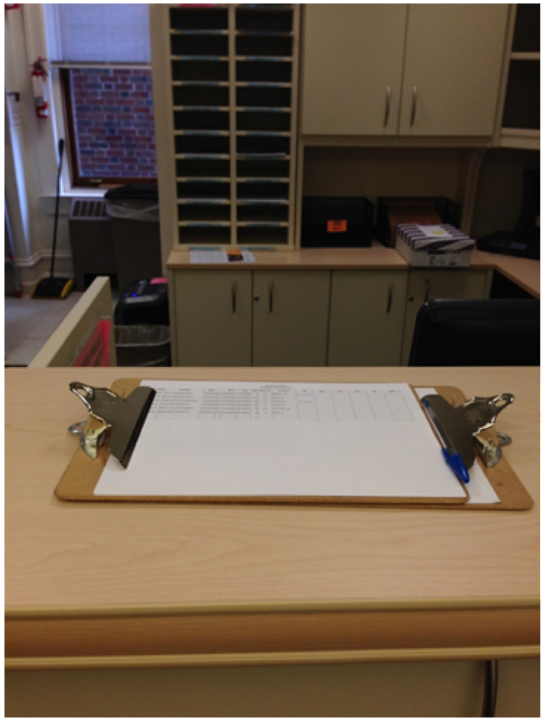
- Know where you need to be, and when you need to be there!
- Connect with your supervisor in advance if you have any questions.
- Check out the job descriptions on the worker site!
- Some pre-hire positions are not posted.

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!



MHC
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MOUNT HOLYOKE COLLEGE

Alumnae Association Shifts

Sign in and out for breaks!!

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

Student	IN	OUT	IN	OUT	IN	OUT
Mukulu, J.	8:00am	1:00pm	2:00pm	4:00pm		

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	05/21 Sun 09:(
1957 Assistant	Abbey	05/25 Thu 11:(
1957 Assistant	Abbey	05/26 Fri 09:(
1957 Assistant	Abbey	05/26 Fri 04:(
1957 Assistant	Abbey	05/27 Sat 08:(
	Work Week Total Hours:	31.00

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 you eligibility for future reunion work.

Absences

CONTACT US

reunion-l@mtholyoke.edu

Subbing

Want to be on the sub list?

Email reunion-l@mtholyoke.edu

Subject Line: REUNION SUB

Payroll

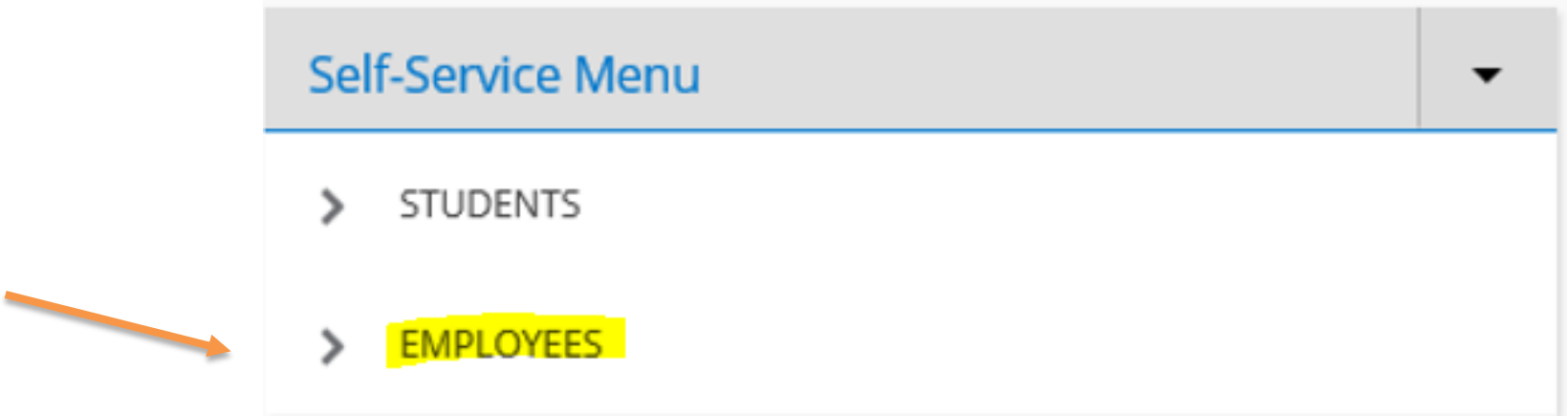
- Payroll paperwork! I9 at Skinner
- Direct Deposit? Contact payroll.

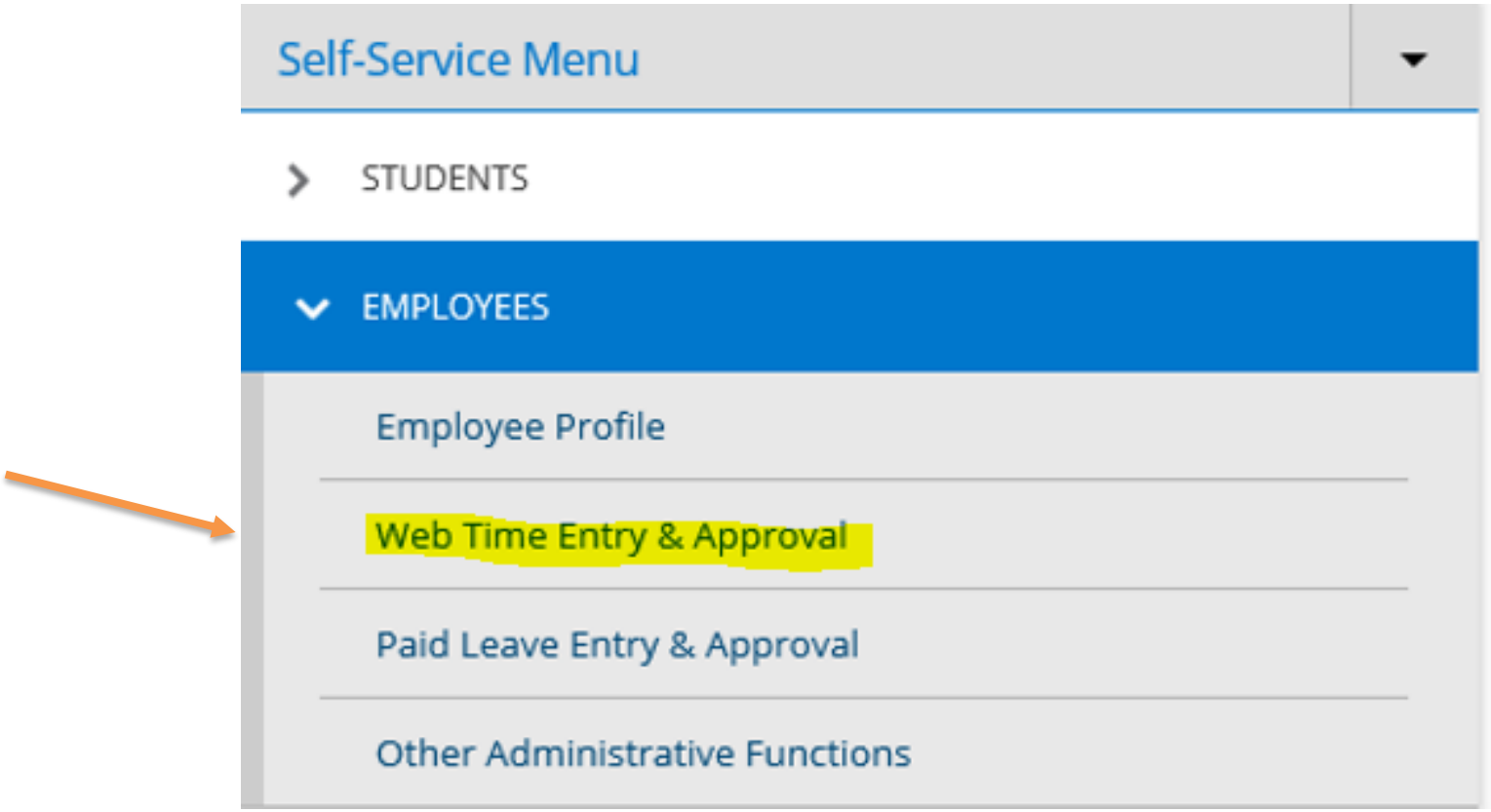
Web-time Entry

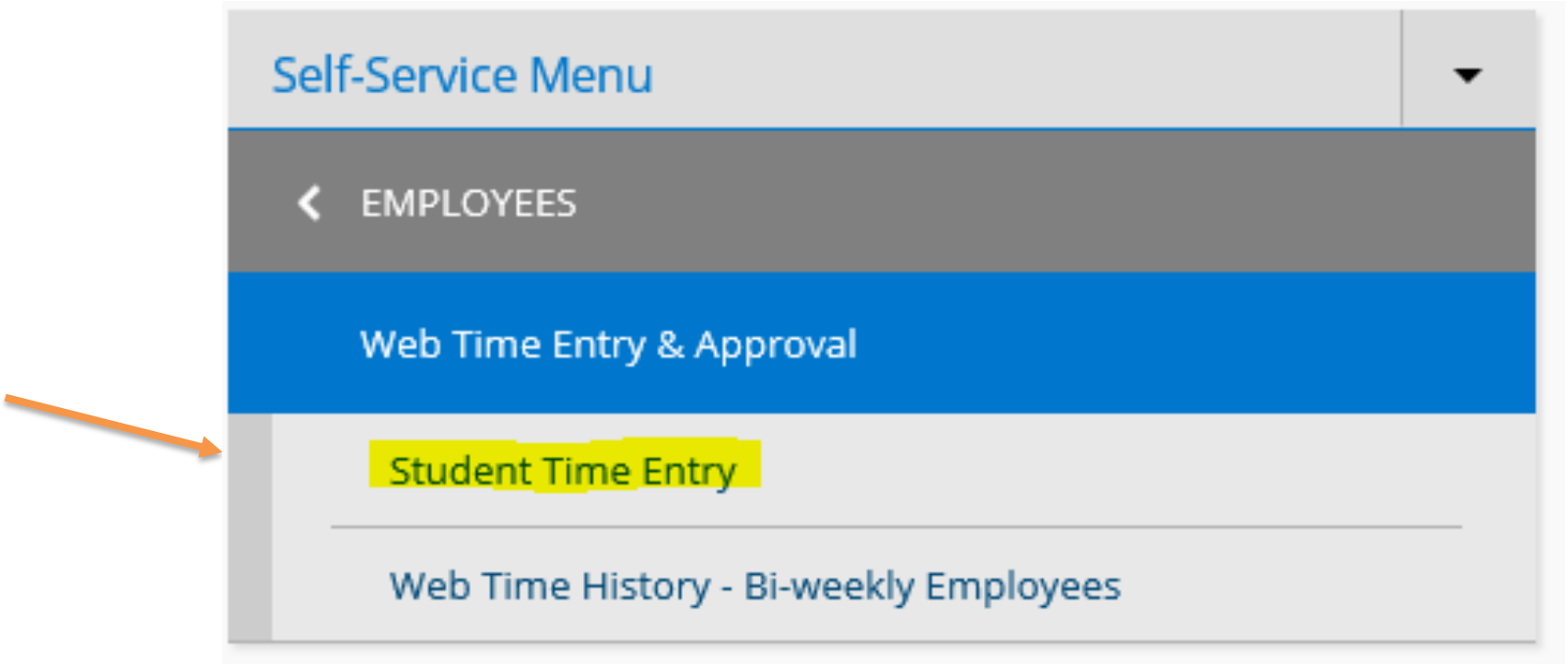
- You will enter hours in MyMountHolyoke by DEPARTMENT
- Reunion prefix for shifts
- Hours fall under two pay periods
  - May 6 – May 19
  - May 20 – June 2

Web-time Entry

Work Dates	Pay Period End	Sign off by	Paid by
May 8-19	Sat, May 19	Mon, May 21, 2 p.m.	Fri, May 25
May 20-June 2	Sat, June 2	Mon, June 4, 2 p.m.	Fri, June 8

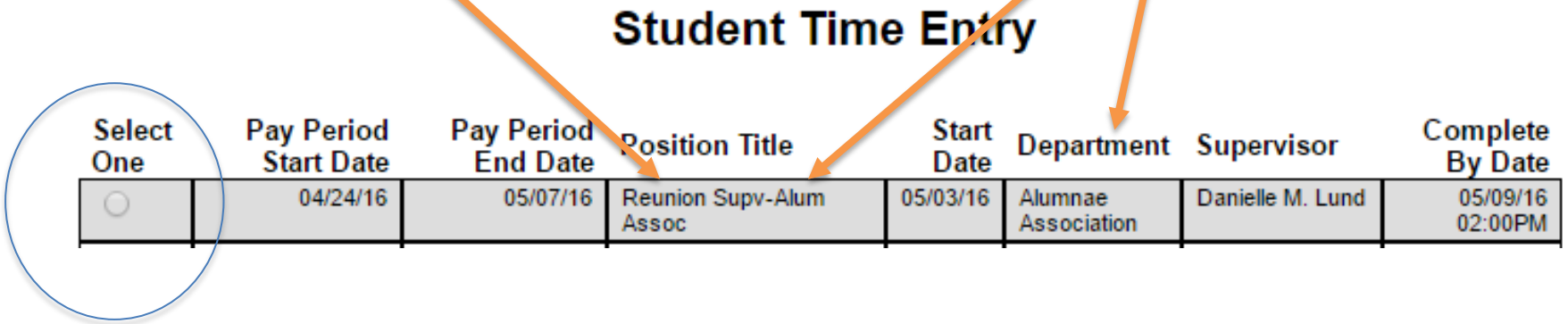

Self-Service Menu
STUDENTS
EMPLOYEES


Self-Service Menu
STUDENTS
EMPLOYEES
Employee Profile
Web Time Entry & Approval
Paid Leave Entry & Approval
Other Administrative Functions


Self-Service Menu
EMPLOYEES
Web Time Entry & Approval
Student Time Entry
Web Time History - Bi-weekly Employees

Reunion prefix

Department



What department?

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

Alumnae Association - ALM
50th, 55th, 60th Class Assistant
Annual Meeting Setup
Back-to-Class Assistant
Checker
Classes & 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 Chain
Loyalty Class Assistants
Luggage Help
Lyon's Pride Host (to be filled by C&R assistant in 2016)
LITS - Oral History Project
Women of Color Reception Hosts (to be filled by C&R assistant in 2016)
Parade Assistants/Banners
Paws & Handler
Reservation Assistant
Reunion Work System Student Coordinator
Senior Director's Assistant
Song Leader
Student Videographer
Welcome New Alumnae Ceremony

Admission - ADM
Admission Tour Guide

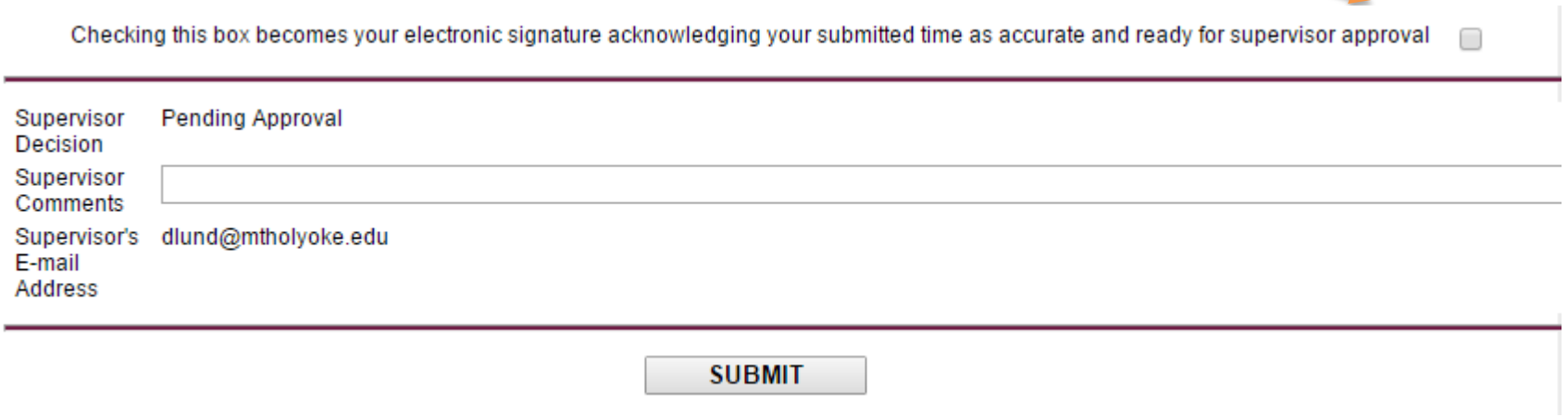
Advancement Office - DEV
Student Office Assistant

Art Museum - ARTM
Art Museum Guard
Receptionist
Skinner Museum Guard

To add break

Date	Day	Time In	Time Out	Sick Hours	Work Hours	Insert Line
04/24/16	Sunday					☐
04/24/16	Sunday					☐
04/25/16	Monday					☐
04/26/16	Tuesday					☐

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