

## Housing Staff 2013-2014 Commitment Calendar

The purpose of this calendar is to help you plan for campus and department activities throughout your year on staff. The Director of Residence Life may, at any point, require the residence life staff to handle other tasks during campus activities that affect the residence halls or tasks that deal with emergency situations. It is strongly advised that you check with your supervisor upon accepting your position and throughout your employment before making all domestic and international flight reservations as all staff are required to attend all training sessions and we are required to have duty coverage during breaks.

<b>Date</b>	<b>Time</b>	<b>Commitment Affects</b>	<b>What</b>
Sunday April 14 <sup>th</sup> , 2013	2:00PM-6:00PM	New and Returning Staff	Staff Orientation
Fri Aug. 2 <sup>nd</sup> and Sat Aug. 3 <sup>rd</sup>	By appt. with HD	All Staff	Move-in to assignments – if available
Sunday August 4 <sup>th</sup>	6:00PM	PLs and RAs	Must be moved in to assignment
Sun Aug. 4 <sup>th</sup> – Sun Aug. 18 <sup>th</sup>	ALL DAY	All Staff	Training and opening period - Staff need to be available during this period
Monday August 19 <sup>th</sup>		Campus	Classes Begin
Sat and Sun, Dec 14-15	8:00 AM–6:00 PM	All Halls	Closing
Sunday Dec 15 <sup>th</sup> *	6:00 PM	Student Staff	Staff not on duty may leave for break
Thursday January 2 <sup>nd</sup> , 2014	6:00 PM	All Staff	Return from break
Fri, Sat, and Sun January 3 <sup>rd</sup> - 5 <sup>th</sup>	ALL DAY	All Staff	Spring Training- Staff must be available during this period
Monday January 6 <sup>th</sup>		Campus	Classes Begin
Sat and Sun, May 3-4	8:00 AM-6:00 PM	All Halls	Closing
Monday May 5 <sup>th</sup> *	5:00 PM	All Student Staff	Employment term ends with HD approval to leave

The department is required to staff all occupied buildings so staff should not make plans to leave campus during any time when the Institute is closed, and weekends, without permission with their supervisor. Each week a staff member has certain requirements that they are expected to attend: a staff meeting on Monday evenings between 7-11 pm, a weekly or bi/weekly meeting with their supervisor depending on the area and each area has a Hall Council which will meet in the evenings from Sunday-Thursday which a supervisor may require staff to attend.

\*The earliest a staff member is eligible to leave at the end of a term is no earlier than 72 hours after graduation or with their supervisor's permission.