

## Housing Staff 2009-10 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 5, 2009	3:00 PM – 6:00PM	New and Returning Staff	Staff Orientation
Fri, July 31 - Sat, Aug 1	By Apt with HD	All Staff	Move-in to assignments – if available
Sunday, August 2	8:00 PM	PLs and RAs	Must be moved in to assignment
Monday, August 3	8:00 AM	All Staff	Fall Staff Training Begins
Monday-Sunday, August 3-16		All Staff	Training and opening period - Staff need to be available during this period
Monday, August 17		Campus	Classes Begin
Sat and Sun, Dec 12-13, 2009	8:00 AM–6:00 PM	All Halls	Closing
Sunday, December 13*	6:00 PM	Student Staff	Staff not on duty may leave for break
Thursday, January 7, 2010	6:00 PM	All Staff	Return from break
Thursday- Sunday, January 7-10	8 am – 8 pm	All staff	Spring Training- Staff must be available during this period
Monday, January 11	8:00 AM-5:00 PM	Campus Housing	Classes Begin
Sat and Sun, May 15-16	8:00 AM-6:00 PM	All Halls	Closing
Monday, May 17*	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 supervisors permission.