



June 4, 2019

To: UC Santa Cruz managers and supervisors

From: Marlene Tromp, Campus Provost and Executive Vice Chancellor
Steve Stein, Associate Vice Chancellor, Staff Human Resources
Grace McClintock, Assistant Vice Provost, Academic Personnel

Re: Work arrangements during year-end activities

The final days of the academic year are upon us, ushering in the annual wave of commencement and other year-end celebrations that our students spend years working toward. These on-campus events are important milestones for graduates and their families. With your help, we can make these days less stressful for them.

As you know, scant parking and heavy traffic are unfortunate realities during these events. We simply don't have the parking to accommodate all the friends and family who would like to join the celebration. That spurred the decision this year to utilize ticketing for the various year-end ceremonies, which begin Friday, June 14, and continue through that weekend.

You can help ease the burden on our students and their families. Every extra parking spot helps. As managers and supervisors, you know which of your employees can complete their work at an alternative work site, either from home, hoteling in Scotts Valley, or through some other, pre-approved arrangement, during those three days. We look to you to hold discussions with these employees, and to encourage alternate work arrangements when possible.

Certainly, job duties require many employees to work on campus. For employees that must come to campus during the three days of commencement, we ask that you encourage these workers to use alternative transportation to campus, if possible. That includes biking to work, taking the bus, walking, or at the very least carpooling.

These ceremonies will be lifetime memories for our students and their families, and the easier we can make it for them, the better those memories will be. Thank you in advance for your understanding and cooperation.