**College Assistant Frequently Asked Questions**

1) **When can I come in to be processed?**
   Hiring Process Schedule: Mondays and Fridays 10:00am to 3:00pm in room 1219 Boylan Hall; Tuesdays – Thursdays **by appointment only**.

2) **How do I get the hiring packet?**
   Directions on obtaining the hiring packet are included in your offer letter. The following website is where you can find all the documents needed for on-boarding: [http://www1.cuny.edu/sites/onboard/campus/brooklyn-college/](http://www1.cuny.edu/sites/onboard/campus/brooklyn-college/) under **Classified Civil Service (Part-Time) – Including College Assistants**

3) **What do I need in order to be on-boarded?**
   Please make sure you have a COMPLETED College Assistant hiring packet, which includes the Application. Also, refer to the website above under **Part: Two CUNY New Employee Print and Sign Forms – Civil Service**, for all directions and instructions on documents needed.

4) **I am an International Student, what documents do I need to bring in to be on-boarded?**
   You would need to bring a COMPLETED College Assistant hiring packet, along with the following documents: I-20, I-94, Passport, Letter of Eligibility to Work on Campus (from International Student Services) and a Social Security Card.

5) **Do I need to be fingerprinted?**
   Yes, if you are not a student.
   Yes, if you are not a full time Brooklyn College student (12 credits) or if you were a student when hired and graduated.
   No, if you are full time Brooklyn College student (12 credits).

6) **I am a Brooklyn College graduate student taking 6 credits; do I need to be fingerprinted?**
   Yes, only Brooklyn College students who are taking 12 credits or more are exempt from fingerprinting.

7) **What is the Filing Fee (postal money order) for?**
   It is a one-time CUNY filing fee required by the University for those who are appointed 240 hours or more.

<table>
<thead>
<tr>
<th>CUNY Hourly Employees Earning:</th>
<th>CUNY Filing Fees NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9.16 - $17.80</td>
<td>$15.00</td>
</tr>
<tr>
<td>$17.81 – Over</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
8) **Who I will make the money order payable to?**
   It is payable to CUNY.

9) **Why does the money order have to be a postal money order?**
   A Postal money order doesn’t have expiration date.

10) **When can I expect my 1st paycheck?**
    You can expect your 1st paycheck 4 to 6 weeks. It is on a 4 week lag, your first check will include the first 2 weeks you worked. Submission of timesheet is required as scheduled.

11) **What are the maximum hours I can work in a week? In a year?**
    The maximum hours you can work in a year is 1040 hours and 20 hours a week.

12) **Am I eligible for Health and Union Benefits?**
    You are eligible for **Health Benefits** through the NYC Office of Labor Relations Health Benefits Program if you have an appointment for six months or more and work 20 hours or more a week.
    
    **For example:** if your appointment is from 7/1/2016 to 6/30/2017 and you are appointed with 500 hours or more you are eligible.
    
    
    For more information about your health benefits and the options, please go to [www.nyc.gov/olr](http://www.nyc.gov/olr) and click on health benefits.
    
    You are eligible for **Union Benefits** when a regular work schedule is assigned that includes 17 1/2 hours per week and/or 70 hours per month. Enrollment is required. For more information about DC 37 benefits and enrollment forms, please go to [www.dc37.net](http://www.dc37.net).

13) **How much are the Union dues?**
    $14.08

14) **What Union and Local am I in?**
    DC37 Local 2054 and your Union Representative is Linda Goncalves and you can contact her at 718-951-5533.

15) **When do I accrue Sick and Annual leave hours?**
    You have to be appointed at least 500 hours. For the 1st year to 3rd year of service, you must **work 500 hours** to accrue sick and annual leave hours. On your 4th year and after of service sick and annual leave accrues immediately, as long as you worked the 500 hours in the 3 prior years.

*Updated 1/5/17*