

**College Assistant Frequently Asked Questions**

**1) When can I come in to be processed?**

Hiring Process Schedule: Mondays and Thursdays 10:00am to 3:00pm in room 1219 Boylan Hall; Tuesdays – Wednesdays **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/> 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 (12credits).

**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.

CUNY Hourly Employees Earning:	CUNY Filing Fees
	NEW
\$9.16 - \$17.80	\$15.00
\$17.81 – Over	\$25.00

\*Some fingerprinting fee can be waived according to the tasks. HR will assess and advice accordingly.

**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 1<sup>st</sup> paycheck?**

You can expect your 1<sup>st</sup> 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.

Health Benefits are effective on the 91<sup>st</sup> day of your appointment. Enrolling in health insurance is not automatic you must complete a health benefits application. For the application, please go to [http://www1.cuny.edu/sites/onboard/wp-content/uploads/sites/4/HBA\\_fillable\\_09162014.pdf](http://www1.cuny.edu/sites/onboard/wp-content/uploads/sites/4/HBA_fillable_09162014.pdf).

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?**

\$15.11

**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 1<sup>st</sup> year to 3<sup>rd</sup> year of service, you must **work 500 hours** to accrue sick and annual leave hours. On your 4<sup>th</sup> year and after of service sick and annual leave accrues immediately, as long as you worked the 500 hours in the 3 prior years.