

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 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.

Health Benefits are effective on the 91st 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.

For more information about your health benefits and the options, please go to 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

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 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.