



Office of Human Resource Services (OHRS)

2900 Bedford Avenue
Brooklyn, New York 11210
Boylan Hall, Room 1219
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**College Assistant (Tutors, including CUNYCAP students)
FACT SHEET/REFERENCE GUIDE**

Employment Eligibility I-9

According to the Immigration Reform and Control Act, all newly appointed or re-hired employees who have been separated by the college for minimally 1 (one) year or more must be verified for both identity and employability within three days of employment.

Fingerprinting

As part of the hiring process, College Assistants are required to be fingerprinted. (At the discretion of the College, College Assistants who are full-time Brooklyn College (12 credits or more) students may be exempt from being fingerprinted). Once it is determined that you are no longer a student and you remain an employee at the College, you will be required to be fingerprinted. Applicants must pre-register prior to being fingerprinted by making an appointment with the customer service representative at 1-877-472-6915 or visiting www.identogo.com* (Fee is applicable). For more detailed information please contact the office. The original fingerprint receipt should be submitted in person on or before your appointment begins, to the Office of Human Resources Services (OHRS) located in room 1219 Boylan Hall.

*The ORI#: 156J7Y, The Name of College: Brooklyn College and the ID Code: 70010.

Student Status

College Assistants' who are full-time Brooklyn College students (12 Credits or more) and are currently enrolled within the same semester appointed to work, are required to provide a student letter from The Office of Registrar from the college they are currently attending. An updated student letter that confirms your student status is required each and every semester worked.

Filing Fees

If the proposed minimum hours of employment exceed 240 hours, an application filing fee is required. You can pay the filing fee in the Bursar's Office and the receipt should be returned to the OHRS.

CUNY Hourly Employees Earning:	CUNY Filing Fees
	NEW
\$15.61 - \$17.80	\$15.00
\$17.81 – Over	\$25.00



ID Cards

Once you are hired and processed into the CUNYfirst system (about one [1] week) you can go to the West Quad to Enrollment Services Center with another form of Identification and acquire a College Staff ID card. You must maintain a validation sticker for every semester that you are employed with the College.

F-1 Visa Status

College Assistants who are F-1 students must provide the OHRS with an official letter from The Office of International Student Services (located in 235 West Quad) of the campus enrolled and an updated student letter that will provide authorization that determines the beginning and end date of the appointment during each semester. You should also bring an I-20, I-94 and your passport to OHRS. An F-1 official letter is required each semester an appointment work schedule is given. *Any changes to your Visa status should be appropriately updated with the OHRS.*

Union Dues/Agency Shop Fee

Union dues are no longer deducted automatically from your paycheck. If you are interested in signing up for union, you can get more information at www.dc37.net.

College Assistants – DC 37, Local 2054

Custodial Assistants (hourly) – DC 37, Local 1597

IT titles (hourly) – DC 37, Local 2627

For Campus Security Assistant, please contact www.local237.org

Campus Security Assistant – IBT, Local 237

Salary Checks

All employees, which include College Assistants, may not begin a work assignment until their appointment has been approved by the Office of Human Resources Services (OHRS). College Assistants are paid on an hourly basis and are required to submit timesheets in accordance with the Hourly Employee payroll schedule which was included in your appointment packet and are also available in the OHRS.

College Assistants are paid on a 4 week lag and can expect their 1st paycheck approximately 4-6 weeks from the start of their appointment providing both OHRS and Payroll are in receipt of all required employment documents.

College Assistants are eligible to participate in the State's Direct Deposit program and can stop by OHRS to pick up a form. Paychecks along with direct deposit advises, are distributed from the College's Bursar Office located on the first floor of the West Quad building. Please refer to the State payroll calendar for the check issue dates.

Fringe Benefits Eligibility

Fringe benefits are provided by DC 37 Health & Welfare Fund benefits including but not limited to Dental, Optical, and Prescription Drugs. College Assistants are eligible for these fringe benefits only when a regular work schedule is assigned that includes 17 ½ hours per week and/or 70 hours per month. College Assistants are eligible for health insurance when a regular work schedule is assigned that includes 20 hours per week and is expected to last 6 months or more. To find out if these requirements have been met, an appointment with the Human Resource Benefits Coordinator is strongly suggested.



Lunch Breaks

The noonday meal period is recognized as extending from 11:45a.m. to 2:15p.m. An employee who works a shift of more than five hours which extends over the noonday meal period must take at least 30 minutes off within that period. Lunch breaks should be assigned by your supervisor.

Tuition Fee Waivers

Tuition waivers are not available for part-time employees through Brooklyn College. However, DC 37 does offer tuition reimbursement to College Assistants who meet their eligibility requirement. Please contact DC 37 at (212) 815-1663 for more information.

Annual Leave Accrual

Staff members employed in the College Assistant title accrue annual leave at the rate of one hour of annual leave for every 15 hours worked for the 1st, 2nd, 3rd and 4th years of continuous service. For the 5th year or more of service, annual leave is based upon one hour of annual leave for every 11 hours worked. Annual leave accruals may be charged after you have completed 500 hours of service. For the 6th year or more of service, annual leave accrues from your 11th hour of work and may be charged as earned.

Temporary Disability Leave (Sick)

Temporary disability shall be defined as “any temporary physical or mental incapacity, including pregnancy, complications of pregnancy and childbirth.”

College Assistants are granted temporary disability leave at the rate of one hour of sick leave for every 20 hours worked, regardless of the number of years of service. For those in their 1st through 5 years of service, sick leave accruals may be charged after you have completed 500 hours of service. For those with 6 or more years of service, sick leave accrues from the 20th hour worked and may be charged as earned. For these disabilities employees must submit documentation and short term disability payments are offered through the union.

Parking Facilities

Parking permits may be purchased in Enrollment Student Services, located in the West Quad Center, 1st Floor. You must have your ID card, driver’s license, car registration, and bursar’s receipt when you purchase your parking permit.