



Frequently Asked Questions for New Employees

Where do I park on campus?

Each parking lot has posted signs with color codes that designate what parking permit types may park there. Faculty, staff and guests should take special notice and park in their designated parking areas. Please note that failure to adhere to the above may result in the vehicle being ticketed or towed at the owner's expense.

For a campus map, please click [here](#).

How do I get a parking sticker?

Parking permits are issued at the Department of Public Safety.
To obtain a parking permit you will need to bring the following:

Vehicle Registration*

Valid driver's license

Curry College ID

*Vehicles not registered in Massachusetts must have proof of insurance.

Please go onto the Public Safety page on the myCurry portal and complete the parking permit application. The system will assign a parking sticker number, the Public Safety staff will verify the vehicle registration information and then provide you with the parking sticker.

How do I get an employee Identification Card?

The Curry College Photo ID Card is used for identification and security purposes. It also allows access to certain areas on campus (i.e. buildings, parking lots). Add Faculty or Staff points and use your card the same as cash in all dining venues and snack bars. Colonel cash may also be added and used at the bookstore, vending machines, in addition to dining venues.

The cards must be obtained at the Department of [Public Safety](#).

How do I get a tour of the campus?

Please inquire with the [Admission Office](#) to participate in the next available tour.

How and when do I get paid?

Faculty employees are paid monthly. Staff employees are paid on a bi-weekly basis. For a payroll schedule, please click [here](#). Employees who have signed-up for direct deposit will receive a "live" check for their first paycheck.



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Human Resources

What are the Curry College emergency contact numbers?

Public Safety Emergency Line: 617-333-2222 or dial 2222 from any phone on campus.

Snow Hot Line: 617-333-2075

How do I apply for a gym membership?

Full-time employees are eligible to join the Curry College Fitness Center. Applications are available in the Fitness Center or the Office of Human Resources.

What is the annual evaluation process?

General Performance Review Period: June 1 through May 31 – fiscal year

The annual evaluation process provides a tool to help managers and employees establish expectations, define goals for the coming year, provide guidance in achieving set goals and report the employee's success in meeting the past year's performance expectations.

The process includes an employee self-evaluation and a manager's appraisal. Job performance is assessed by the work related activities expected of the employee and how well those activities were executed as defined in the established goals.

Does the college have any online learning opportunities?

Through Lynda.com, Curry College employees have access to thousands of tutorials that teach business, software, technology and creative skills.

You may access Lynda via the Boston Public Library (BPL) [here](#). However, please be aware that you must create a free BPL e-card to do so.

What employee discounts do I qualify for?

Colonel's Corner

Curry College is proud to offer a variety of discounts and perks through community participants. Employees are encouraged to check the Colonel's Corner Employee discounts on the Human Resources page of the myCurry portal.

What are the dining options at Curry?

Sodexo Campus Services and Curry College, partners since 1997, believe that our hard working college students and employees should be rewarded with a dining service that makes eating on campus palate pleasing, healthy, and entertaining.



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For more information on dining options, clamshell containers (reusable to go containers) and meal plans, please visit the [Curry College Dining site](#).