CURRY COLLEGE
Human Resources

Frequently Asked Questions (FAQs) for Managers

I have a new employee starting. What do I need to do?
The Office of Human Resources has developed the Manager's Onboarding Toolkit to assist you with a smooth onboarding process.

How do I get an email and computer systems access set up for a new employee?
Once your employee has completed the new hire paperwork, you will receive an email notification from the Tech Center requesting information regarding the required technology needs.

Is new employee orientation mandatory?
Yes, it is mandatory. It is currently held on the first Thursday of every month.

What is the process for requesting business cards?
If there is a business need for your employee to have a business card, please contact the Marketing and Communications Department at 617-333-2938.

My employee resigned. What do I need to do?
The first step is to contact Human Resources. You will also need to complete a termination notice and attach the letter of resignation from your employee. These items must be forwarded to Human Resources as soon as possible.

What are the Staff Recruitment and Posting Procedures?
Please review Staff Recruitment and Posting Procedures guidelines on how to request a position and the recruitment process.

My employee has called out sick for more than three consecutive days, what do I need to do?
If an employee is out for more than three (3) consecutive work days, please notify HR as this leave may qualify as FMLA.

I have an employee who has requested a leave of absence. What do I need to do?
Please reach to HR and instruct your employee to contact Human Resources regarding a request for a leave of absence.

My employee was injured while working for the College. Is there anything I need to do?
Yes, please notify your supervisor and ensure an Accident Reporting Form is completed and sent to Human Resources within 24 hours of the injury.

Do we have a probationary period at Curry?
For non-union staff employees, the orientation period is three months. For more information, please refer to the 2.9 Orientation Period section of the Employee Handbook.

For union employees, please refer to the applicable bargaining agreement.

What are the mandatory trainings required for my employees?

The required trainings that need to be completed within the first 30 days of employment are as follows:

- Harassment Prevention (United Educators) & recertify every 3 years
- Diversity: Inclusion in the Modern Workplace (Everfi)
- Checkpoint: Data Security & Privacy (Everfi) - Applies to all staff except Buildings & Grounds crew.

What do I need to do for my new employee to establish goals and measure performance success?
Managers must complete the following forms:

90-180-360 Performance Goals Template- Use to create goals for new employees.
90-180-1 year Appraisal Template- Please use to evaluate new employee performance at 90 days, 180 days, and 365 days.

What training opportunities are available to my employees?
Various opportunities for on-campus training will be announced throughout the year.

One of my employees is not meeting expectations in their position. What do I do?
Please review the Performance Expectations and Disciplinary (2.11) in the Employee Handbook.

Where do I find the job descriptions for my employees?
Please contact the Office of Human Resources for a current copy of the job description.

Is there a set expectation for the frequency and content of my meetings with my employees?
Our recommendation is that managers meet with their employees at least once every two weeks on a formal basis. Regular meetings are a great way to encourage frequent performance check-ins. The conversations should be centered on managing the employee workload and attainment of goals and objectives.

What is the annual evaluation process for staff?
The annual evaluation process is conducted between May 1 through June 30 for performance review period from June 1 through May 31 of each fiscal year. Buildings and grounds crew evaluation process is normally conducted between September 15 and October 30 for performance review period from September 1 through August 31.

The Annual Performance Review Period runs from June through May
Employee's Self-Evaluation is due to Supervisor one week prior to review meeting, Manager reviews staff member self-evaluation and completes a written performance evaluation. The Hiring Manager must share the performance evaluation of their employee with their Senior Manager prior to meeting with their employee and providing the review to the employee. This process begins in May and must be completed by June 30. For more information please visit the Annual Staff Performance Reviews section on our portal.

I would like to have a student worker. What do I need to do?
Please refer to the Student Employment Program for processes and procedures. In addition, Managers are encouraged to attend informational sessions held during the summer months of each year on hiring student employees.

My new employee has told me that they wish to apply for an opening here with another department. Do I need to do anything?
No. They may apply for another opening after they have been in a position for a year.

When and how is overtime authorized?
Please see the Employee Handbook: Section 6.2 Overtime Pay and Other Differentials – Overtime

Can we use compensatory (comp) time?
Please see the Employee Handbook: 6.2 Overtime Pay and Other Differentials – Compensatory time