



Frequently Asked Questions for 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 on the First (1st) of every month. Staff employees are paid on a bi-weekly basis. For a staff bi-weekly payroll schedule, please click [here](#). Employees who have signed-up for direct deposit will receive a "live" check for their first paycheck.

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



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How do I update my Emergency contact information?

To update your contact information, please log in to your myCurry account, then click on the myInfo tab, myEmergency Contacts and then update/change the information.

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.

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.

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

When can I change my benefits?

Open Enrollment is the only time during the year you can make changes to your benefit elections without experiencing a Qualifying Event. Open enrollment takes place in April of each year, and our Benefits Plan year runs from June 1 to May 31 each year. If you experience a Qualifying Event (birth of a child, marriage, divorce, etc), you may make a change associated with that qualifying event within the



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first 30 days of the qualifying event. Please contact the Office of Human Resources as soon as possible if you believe that you may need to make a change as a result of a qualifying event.

I have a question about my medical bill, who do I speak to?

Curry College is pleased to offer a value-added benefit, The Hays Advocate. The Hays Advocate acts as an additional level of support and is available to educate you on your Curry College's benefit program and most importantly to research and resolve health insurance billing and claim issues.

The Hays Advocate contact:

Phone: 1-844-714-7621 or Email: curryadvocate@hayscompanies.com

Does Curry College offer an Employee Assistance Program (EAP)?

Yes, Curry does have a program to assist employees with personal problems, planning for life events or simply managing daily life can affect your work, health and family. [GuidanceResources](#) is a company-sponsored service that is available to you and your dependents, at no cost, to provide confidential support, resources and information to get through life's challenges.

GuidanceResources is available 24 hours a day/7 Days a week:

Call: 800.311.4327

TDD: 800.697.0353

Online: guidanceresources.com

Company Web ID: GEN311

How do I enroll my child in the Curry Early Childhood Center (CECC)?

Please contact Erica Pierce, Director of the CECC at 617-333-2341 for availability and other information.

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.

How do I look-up the extension of a Curry College employee or department?

In the myCurry portal, on the quick launch section of the main page, select the "Employee Phone Lookup" icon. You can also search the [online directory](#).

I would like to take a course at Curry College, what is the process?

Full-time staff are eligible to take advantage of the tuition waiver benefit a Curry College after a year of service. For more information, please review the [employee handbook](#). Faculty members, please refer to the [Collective Bargaining Agreement](#).

Can volunteers work for money?

No, volunteers cannot be paid. The receipt of money for services performed would render these individuals "employees."



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When and how is overtime authorized?

Please see the [Employee Handbook](#): Section 6.2 Overtime Pay and Other Differentials – Overtime

How do I change my legal name with Curry College?

Complete the [Address/Personal Change Notice](#) and bring proof of the name change to HR. Examples of acceptable identification may include any of the following: Driver's License with new name, Social Security card with new name, Passport with new name, Divorce Decree, Marriage Certificate, etc. Employees will also need to fill out a new W-4.