

**Borough of Manhattan Community College
The City University of New York**

TO: The Director of Human Resources

I accept this College Assistant position with the understanding that the hours I can work will be limited to 1040 per fiscal year (July 1 – June 30).

Name _____

Signature _____

Date _____

TO: The College Assistant Applicant

College Assistants working more than 5 hours but less than 6 hours per day must take a lunch break of ½ hour.

College Assistants working more than 6 hours per day must take a lunch break of at least 1 hour.